

**VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES
REGULAR MEETING AGENDA 5:30PM
Monday August 13, 2018
Roberts Rules of Order will be in Effect for this Meeting**

A. CALL TO ORDER PLEDGE OF ALLEGIANCE

B. ROLL CALL

C. AUDITING

- a. Pay Vouchers
- b. Approve 7-23-18 and 7-26-18

D. PUBLIC COMMENT PERIOD

E. CORRESPONDENCE –Police Department July and August Reports

F. ITEMS FOR BOARD ACTION

BILL	83	2018	SEQR Sewer Plant Improvements
BILL	84	2018	Bond Resolution Sewer Plant Improvements
BILL	85	2018	Authorize \$2.00 Reminder Letter on Unpaid Taxes
BILL	86	2018	Begin Hiring Water Waste Water Maintenance Helper

G. OLD BUSINESS

H. NEW BUSINSS

I. ITEMS FOR DISCUSSION

J. MOTION TO ADJOURN

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

- 1. Anyone may speak to the Village Board of Trustees during the public comment period of a public hearing or the public comment period of the meeting.**
- 2. As a courtesy we ask each speaker to give their name and address.**
- 3. Each speaker must be recognized by the chairperson before speaking.**
- 4. Individual public comment is limited to 5 minutes and may be shortened by the meeting chairperson.**
- 5. When a meeting is attended by a group of people who share the same or opposing views on a public comment topic, the chair may require that the group(s) designate not more than two spokespersons and limit the total time public comment to 5 minutes for each point of view or side of an issue.**
- 6. Individual time may not be assigned/given to another.**
- 7. A public hearing is meant to encourage resident comment and the expression of opinion, not a direct debate, nor should a commenter be intimidated by a village board rebuttal, therefore public hearings are limited to public comment and should a village response be asked by individuals the response shall be generally given after the public hearing during the village board regular meeting, or subsequently, by telephone or letter, unless factual in nature where the facts are fully known by staff, in which case a village official may respond.**
- 8. All remarks shall be addressed to the board as a body and not to any individual member thereof.**
- 9. Interested parties or their representatives may address the board at any time by written or electronic communications.**
- 10. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.**

Please note- During the course of regular business, discussion and commentary is limited to board members and village staff only. We ask for this courtesy, for the board and staff to conduct their business and discussion without interruption. All village board members and staff are available after the conclusion of a meeting for one on one discussion.

REGULAR MEETING OF THE BOARD OF TRUSTEES
July 23, 2018

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

Absent: Trustee Richard Shapiro

Also present: Village Manager, John Sweeney, Code Enforcement Administrator, Paul Blaine, and Deputy Village Clerk/Treasurer, Lidia O'Kelly.

Everyone stood for the pledge of allegiance.

AUDITING:

Chair Rabideau called for a motion to approve payment for the 2018 budget \$27,546.69 voucher number 11039384 to 11039460 and for the 2019 budget \$ 423,062.19 voucher number 11039368 to 11039470 complete detail of these vouchers is attached and made part of these minutes.

Motion: Little Second: Murphy

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

APPROVAL OF MINUTES:

Chair Mayor Rabideau called for a motion to approve minute of 7-9-2018 and 7-17-2018.

Motion: Van Cott Second: Little

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

PUBLIC COMMENT PERIOD:

Mayor Rabideau addressed Mr. James Connolly's letter and mentioned that the letter does not reflect the facts. He expressed that he would appreciate it if Mr. Connolly informed the board with correct information and provided any information to VOSL with enough time to process the request.

Ms. Sarah Clarkin was present and commented that they were not aware of the restructure of the loan.

Trustee Van Cott mentioned that the Board is trying to find a collaborative solution and needs to exercise due diligence to figure out a solution.

CORRESPONDENCE: Letters Charter Communications, James Connolly, NYS DEC
Chair Rabideau called for motion to accept and place on file the above referenced correspondence.

Motion: Van Cott Second: Murphy

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

ITEMS FOR BOARD ACTION:

Bill 77-2018 Resolution of Support for the Tupper Lake Regional CFA Funding request

A copy of the bill is attached and made part of these minutes
Chair Mayor Rabideau called for a motion.
Unanimous first and second
All in Favor

Bill 78-2018 Resolution of Support for Pendragon Theatre CFA funding request

A copy of the bill is attached and made part of these minutes
Chair Mayor Rabideau called for a motion.
Unanimous first and second
All in Favor

Bill 79-2018 Housing Rehab Loan Refinance

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 absent Van Cott yes

Bill 80-2018 Referral of Development Code Amendment to Essex County Planning Department

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 No Murphy yes Shapiro absent Van Cott yes
Trustee Murphy proposed to amend the bill to eliminate the production limit and to include District L-3 as an area of allowed use. Trustee Van Cott seconded the motion

Motion to approve resolution as amended

Motion: Van Cott Second: Murphy
Roll Call: Little No Murphy yes Shapiro absent Van Cott yes

Bill 81-2018 Provisionally appoint Nikolas Pelletieri to WWTP 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: Little
Roll Call: Little yes Murphy yes Shapiro absent Van Cott yes

ITEMS FOR DISCUSSION:

Old Business:

Trustee Murphy requested an update on Bill 45-2018 Annexation of property in North Elba for recreation fields.

New Business:

Trustee Little mentioned that there is a need to add a process to address any issues before the Board makes a final decision as a group. Lake Placid has an Administration Working Session. This model could help VOSL Board of Trustee to discuss any issue before making a decision. These meetings should be on an as needed basis.

Trustee Murphy second.

MOTION TO ADJOURN

Chair Mayor Rabideau called for a motion

Motion: Van Cott Second: Murphy

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

Respectfully submitted,

Lidia C. O'Kelly, Deputy Village Clerk

SPECIAL MEETING OF THE BOARD OF TRUSTEES
JULY 26, 2018

ROLL CALL FOR SPECIAL MEETING: Present: Mayor Clyde Rabideau

Trustees: Paul Van Cott, and Melinda Little.

Absent: Richard Shapiro and Patrick Murphy

Also present: Village Treasurer, Elizabeth Benson, Village Manager. John Sweeney,
and Village Clerk, Kareen Tyler.

Bill 82-2018 Resolution of Support for Carousel Application for a Grant

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

Chair Mayor Rabideau called for a motion.

Motion: Little Second: Van Cott

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

MOTION TO ADJOURN

Chair Mayor Rabideau called for a motion to adjourn

Motion: Van Cott Second: Little

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

Respectfully submitted,
Kareen Tyler, Village Clerk



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

08/03/18

July 2018

Total Calls for service:	261*
Total Arrests:	19
Mental Hygiene Law Arrests:	5
DWI (Included in total)	2
Accident Investigations:	15

Administrative:

Attended Franklin County Personnel Meeting
 Meeting at E-911 building regarding computer systems
 Coordinated with Franklin County Intelligence Center for interactive video feeds at station
 Police July 4th fireworks

*Calls for service do not include walk-ins at the station, traffic stops, parking tickets, other interaction with the public which does not necessitate documentation.



Saranac Lake Police Department

1 Main Street
Saranac Lake, NY 12983-1795



Telephone: (518) 891-4428
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SARANAC LAKE POLICE DEPARTMENT – ACTIVITY REPORT

07/26/18

June 2018

Total Calls for service:	212*
Total Arrests:	13
Mental Hygiene Law Arrests: (Included in total)	1
Accident Investigations:	8

Training:

All personnel recertified with side arm and patrol rifles

Administrative:

Attended DARE graduation Bloomingdale Elementary School
Emergency Disaster Planning – Village of Saranac Lake
Heroin /Addiction panel - Village Library

*Calls for service do not include walk-ins at the station, traffic stops, parking tickets, other interaction with the public which does not necessitate documentation.

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

SUBJECT: SEQR Type II Action

Date: 7-13-2018

DEPT OF ORIGIN: Village Manager

BILL: 83-2018

DATE SUBMITTED:

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$

AMOUNT
BUDGETED

APPROPRIATION
REQUIRED:

The Board has determined that the maintenance activities and improvements associated with the UV disinfection project and constitute a Type II action pursuant to NYSEQRA and as such have been deemed to not have any significant adverse impact on the environment.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL :

MAYOR RABIDEAU _____

TRUSTEE LITTLE _____

TRUSTEE MURPHY _____

TRUSTEE SHAPIRO _____

TRUSTEE VAN COTT _____

**RESOLUTION OF THE BOARD OF TRUSTEES FOR THE VILLAGE OF SARANAC LAKE
PURSUANT TO THE NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT
CONCERNING A CAPITAL PROJECT**

WHEREAS, the Village of Saranac Lake (“the Village”) Board of Trustees (hereinafter the “Board”), has undertaken the review and consideration of certain maintenance, improvements and upgrades to the Village’s existing Wastewater Treatment Plant (may be referred to as the “WWTP”) to be undertaken pursuant to a modification of the WWTP’s State Pollutant Discharge Elimination System (SPDES) permit in order to among other matters, enhance certain treatment of waste water (“the Project”) ; and

WHEREAS, the Village has received certain funding for the Project pursuant to a New York State’s (NYS) Water Quality Improvement Project grant, and the Village is applying for additional Project funding through NYS Environmental Facilities Corporation revolving Loan fund and Water Infrastructure Improvement Act (WIIA) grant ; and

WHEREAS, the Village is required to review the impact if any of the Project on the environment pursuant to the New York State Environmental Quality Review Act , Article 8 of the New York State Environmental Conservation Law and associated regulations under 6 NYCRR 617.1 et seq. (“SEQRA”); and

WHEREAS, the Project consisting of upgrades and improvements to the Village’s existing Wastewater Treatment Plant, including those required pursuant to the referenced modification of the WWTP’s SPDES permit constitute a Type II action pursuant to 6 NYCRR §617.5(c)(2) as the components of same are: “. . . replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 of this Part”; and

WHEREAS, it has been determined that the proposed action does not meet or exceed any thresholds in section 617.4 as described; and

NOW, THEREFORE, BE IT RESOLVED

1. Based on the foregoing information included in the above Whereas clauses, each of which shall be treated as a finding in the same manner as those findings contained herein under the Resolved provisions of this resolution, the Board has determined that the maintenance activities and improvements associated with the Project constitute a Type II action pursuant to the New York State Environmental Quality Review Act (SEQRA) 6 NYCRR §617.5(c)(2) and as such have been deemed to not have any significant adverse impact on the environment.
2. The requirements of SEQRA have been satisfied and this resolution shall take effect immediately.

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

SUBJECT: Bond Resolution

Date: 7-13-2018

DEPT OF ORIGIN: Village Manager

BILL: ~~84~~ 2018

DATE SUBMITTED:

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$

AMOUNT
BUDGETED

APPROPRIATION
REQUIRED:

Authorizing the acquisition, construction and installation of improvements to the Village's wastewater treatment plant; estimating that the total cost is \$8,100,000; appropriating said amount therefor; and authorizing the issuance of \$8,100,000 in serial bonds of the Village to finance said appropriation

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL :

MAYOR RABIDEAU _____

TRUSTEE LITTLE _____

TRUSTEE MURPHY _____

TRUSTEE SHAPIRO _____

TRUSTEE VAN COTT _____

At a regular meeting of the Board of Trustees of the Village of Saranac Lake, Franklin and Essex Counties, New York, held at the Village Offices, 39 Main Street, Suite 9, Saranac Lake, New York, 12983 at ___ p.m. on the August 13, 2018

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____, who moved its adoption, seconded by _____, to-wit:

BOND RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF SARANAC LAKE, FRANKLIN AND ESSEX COUNTIES, NEW YORK (THE "VILLAGE"), AUTHORIZING THE ACQUISITION, CONSTRUCTION AND INSTALLATION OF IMPROVEMENTS TO THE VILLAGE'S WASTEWATER TREATMENT PLANT; ESTIMATING THAT THE TOTAL COST THEREOF IS \$8,100,000; APPROPRIATING SAID AMOUNT THEREFOR; AND AUTHORIZING THE ISSUANCE OF \$8,100,000 IN SERIAL BONDS OF THE VILLAGE TO FINANCE SAID APPROPRIATION

WHEREAS, the Board of Trustees (the "Board") of the Village of Saranac Lake (the "Village"), proposes to authorize the issuance of serial bonds and bond anticipation notes of the Village in the principal amount of \$8,100,000 for the purpose of financing the estimated cost of certain improvements to the Village's wastewater treatment plant required for the installation of an effluent disinfection system, as required by the proposed modifications to the Village's State Pollutant Discharge Elimination (SPDES) discharge permit, including the acquisition, construction and installation of: (i) a replacement effluent pipe to allow for increased capacity for current design flows; (ii) a replacement outfall structure for connection of the replacement effluent pipe to the existing outfall pipe; (iii) a replacement effluent flume with increased capacity for current design flows and located at an appropriate hydraulic elevation for a new clarifier and disinfection system and design flood elevations; (iv) a replacement final clarifier and decommissioning or repurposing of an existing clarifier; (v) the replacement of the distribution box that directs and splits flows between the clarifiers; (vi) relocation of the sludge pumping facilities and replacement of the aged sludge pumps; (vii) the construction of a new approximately 2,500 square foot Disinfection Control Building (DCB) to house a new ultra violet (UV) disinfection system, the replacement effluent flume, and the relocated sludge pumping facilities, and including the installation of bridge cranes and the construction of a driveway to access such building; (viii) associated piping, electrical improvements, controls, equipment and site work improvements; and (ix) all preliminary, related, ancillary and incidental costs, improvements and services to be undertaken in connection with the foregoing (collectively the "Project"); and

WHEREAS, by resolution dated August 13, 2018, adopted immediately prior to the consideration of this resolution, the Board determined that the Project, constitutes a “Type II” action within the meaning of the State Environmental Quality Review Act and the regulations thereunder (6 NYCRR Part 617) (collectively, “SEQRA”), and therefore no further action need be undertaken by the Board under SEQRA with respect to the Project.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE VILLAGE OF SARANAC LAKE, FRANKLIN AND ESSEX COUNTIES, NEW YORK (the “Village”) HEREBY RESOLVES (by the affirmative vote of not less than two-thirds of all the members of such body), AS FOLLOWS:

SECTION 1. The Village is hereby authorized (A) to undertake the Project as hereinabove described, and (B) to issue up to \$8,100,000 principal amount of serial bonds (including, without limitation, statutory installment bonds) pursuant to the provisions of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (the “Law”) to finance the estimated cost of the Project, or bond anticipation notes in anticipation of such bonds.

SECTION 2. It is hereby determined that the maximum estimated cost of the aforementioned specific object or purpose is \$8,100,000, said amount is hereby appropriated therefor and the plan for the financing thereof shall consist of (i) the issuance of the \$8,100,000 in serial bonds of the Village authorized to be issued pursuant to Section 1 of this Resolution, or bond anticipation notes issued in anticipation of such serial bonds, and (ii) the levy and collection of taxes on all the taxable real property in the Village, to pay the principal of said bonds or notes and the interest thereon as the same shall become due and payable.

SECTION 3. It is hereby determined that the period of probable usefulness of the aforementioned specific object or purpose is forty (40) years, pursuant to subdivision 4. of paragraph (a.) of Section 11.00 of the Law.

SECTION 4. The temporary use of available funds of the Village, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Law, for the capital purposes described in Section 1 of this Resolution. This Resolution shall constitute the declaration of the Village’s “official intent” to reimburse the expenditures authorized by Section 1 hereof with the proceeds of the bonds and notes authorized herein, as required by the United States Treasury Regulations Section 1.150-2.

SECTION 5. The final maturity of the bonds herein authorized to be issued shall be in excess of five (5) years measured from the date of issuance of the first serial bond or bond anticipation note issued pursuant to Section 1 of this Resolution.

SECTION 6. Each of the serial bonds authorized by this Resolution and any bond anticipation notes issued in anticipation of said bonds shall contain the recital of validity prescribed by Section 52.00 of the Law and said serial bonds and any bond anticipation notes issued in

anticipation of said bonds shall be general obligations of the Village, payable as to both principal and interest by a general tax upon all the real property within the Village without legal or constitutional limitation as to rate or amount. The faith and credit of the Village are hereby irrevocably pledged to the punctual payment of the principal and interest on said serial bonds and bond anticipation notes and provisions shall be made annually in the budget of the Village by appropriation for (a) the amortization and redemption of the bonds and bond anticipation notes to mature in such year and (b) the payment of interest to be due and payable in such year.

SECTION 7. Subject to the provisions of this Resolution and of the Law, pursuant to the provisions of Section 30.00 relative to the authorization of the issuance of serial bonds and bond anticipation notes or the renewals of said obligations and of Sections 21.00, 50.00, 54.90, 56.00 through 60.00, 62.10 and 63.00 of the Law, the powers and duties of the Village Board relative to authorizing serial bonds and bond anticipation notes and prescribing terms, form and contents as to the sale and issuance of bonds herein authorized, including without limitation the determination of whether to issue bonds having substantially level or declining debt service and all matters related thereto, and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said bond anticipation notes, are hereby delegated to the Village Treasurer, as the chief fiscal officer of the Village (the "Village Treasurer"). Further, the power to issue and sell bond anticipation notes to the New York State Environmental Facilities Corporation pursuant to Section 169.00 of the law is hereby delegated to the Village Treasurer. Such notes shall be of such terms, form and contents as may be prescribed by said Village Treasurer consistent with the provisions of Local Finance Law. Further, pursuant to subdivision b. of Section 11.00 of the Law, in the event that bonds to be issued for the specific objects or purposes authorized by this Resolution are combined for sale, pursuant to subdivision c. of Section 57.00 of the Law, with bonds to be issued for one or more objects or purposes authorized by other resolutions of the Board, then the power of the Board to determine the "weighted average period of probable usefulness" (within the meaning of subdivision a. of Section 11.00 of the Law) for such combined objects or purposes is hereby delegated to the Village Treasurer.

SECTION 8. The Village Treasurer is hereby further authorized, at his or her sole discretion, to execute a project financing and loan agreement, and any other agreements with the New York State Department of Environmental Conservation and/or the New York State Environmental Facilities Corporation, including amendments thereto, and including any instruments (or amendments thereto) in the effectuation thereof, in order to effect the financing or refinancing of the specific objects or purposes described in Section 1 hereof, or a portion thereof, by a serial bond, a statutory installment bond and/or a bond anticipation note issue in the event of the sale of same to the New York State Environmental Facilities Corporation.

SECTION 9. The Village Treasurer is hereby further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this Resolution and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and to designate the bonds authorized by this Resolution and any notes issued in anticipation thereof, if applicable, as "qualified tax-exempt bonds" in accordance with Section 265(b)(3)(B)(i) of the Code.

SECTION 10. The Village Treasurer is further authorized to enter into a continuing disclosure undertaking with or for the benefit of the initial purchaser of the bonds or notes in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

SECTION 11. The intent of this Resolution is to give the Village Treasurer sufficient authority to execute those applications, agreements and instruments, or to do any similar acts necessary to affect the issuance of the aforesaid serial bonds or bond anticipation notes without resorting to further action of the Board.

SECTION 12. In accordance with Section 36.00 of the Law, this Resolution is subject to permissive referendum in the manner prescribed by Article 9 of the Village Law of the State of New York (the "Village Law"). The Village Clerk is authorized and directed, within ten (10) days after the date of adoption of this Resolution by the Board, to post and publish a notice with respect to this Resolution satisfying the requirements of Section 9-900 of the Village Law, which shall set forth the date of adoption of this Resolution, shall contain an abstract hereof, and shall specify that this resolution was adopted subject to a permissive referendum. Such notice shall be published in the official newspaper of the Village for such purposes.

SECTION 13. In accordance with the Village Law, this Resolution will take effect thirty (30) days after the date of its adoption, unless prior to the close of such thirty-day period there is filed with the Village Clerk a petition, subscribed and acknowledged by at least twenty percent (20%) qualified electors of the Village, as shown on the Village's register of electors for the last general Village election, protesting against this Resolution and requesting that it be submitted for approval or disapproval by the qualified electors of the Village. If such a qualifying petition is filed, a proposition for approval of this Resolution shall be submitted at a special election held not less than ten (10) and not more than sixty (60) days after the filing of such petition. As soon as reasonably possible after the date that this Resolution takes effect, the Village Clerk is hereby authorized and directed to cause a copy of this Resolution, or a summary thereof, to be published in the official newspaper of the Village for such purposes, together with a notice of the Village Clerk in substantially the form provided in Section 81.00 of the Law.

SECTION 14. The validity of the bonds authorized by this Resolution and of any bond anticipation notes issued in anticipation of said bonds may be contested only if:

(a) such obligations are authorized for an object or purpose for which the Village is not authorized to expend money; or

(b) the provisions of law which should be complied with at the date of the publication of such resolution are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication; or

(c) such obligations are authorized in violation of the provisions of the constitution.

The following vote was taken and recorded in the public or open session of said meeting:

AYES: NAYS:

Date: August 13, 2018

**VILLAGE OF SARANAC LAKE
BOARD OF TRUSTEES
RESOLUTION APPROVING THE ANNUAL
NOTIFICATION LETTER OF UNPAID TAXES
AND A \$2 LEVY ONTO UNPAID TAX BILLS**

WHEREAS, the Village of Saranac Lake is required to mail letters to residents who have unpaid tax bills after the regular collection period ends; and

WHEREAS, the unpaid tax letters will be mailed in September to notify residents of their unpaid tax bills; and

WHEREAS, the Village of Saranac Lake is permitted to levy a \$2 charge to those unpaid Village tax bills in order to cover the cost of the processing and mailing of the unpaid tax letters,

NOW, THEREFORE BE IT RESOLVED, the Saranac Lake Village Board of Trustees hereby authorizes a \$2 charge be added to unpaid tax bills to cover the cost of mailing the notification letter.

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

SUBJECT: Begin Hiring Process

Date: 7-13-2018

DEPT OF ORIGIN: Village Manager

BILL: ~~86~~- 2018

DATE SUBMITTED:

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$

AMOUNT
BUDGETED

APPROPRIATION
REQUIRED:

Begin the hiring process for a water/wastewater maintenance helper.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL :

MAYOR RABIDEAU

TRUSTEE LITTLE

TRUSTEE MURPHY

TRUSTEE SHAPIRO

TRUSTEE VAN COTT

**RESOLUTION TO BEGIN PROCESS TO HIRE
A WATER AND WASTEWATER MAINTENANCE HELPER**

WHEREAS, The Village of Saranac Lake is committed to maintaining a full staff in the water sewer department for the well-being of village residents and visitors alike 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 SEIU Union and will begin with all the benefits of a starting union member and,

NOW, THEREFORE BE IT RESOLVED, The Village Manager, Chief Water and Wastewater Operator are authorized to begin the recruiting and hiring process to replace the administrative aide, and,

Jurisdictional Class: NC
Location: All Civil Divisions
Fr. Cty. Grade: ---

Revised: 
Date: 5-5-16

WATER AND WASTEWATER MAINTENANCE HELPER

DISTINGUISHING FEATURES OF THE CLASS: These duties involve working with water and wastewater lines. The work is performed under the direction of high-ranking department employees who provide training and guidance. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Learns and assists in the cleaning of wastewater lines and the general maintenance and surveillance of water lines;
- Assists in the replacement of broken water and wastewater lines;
- Answers calls from individuals and determines if necessary work is a responsibility of individual property owners or the municipality;
- Learns the maintenance and operation of water and wastewater treatment and/or pumping stations and assists in this work;
- May be assigned to assist in the wastewater treatment plant;
- May perform custodial duties in connection with maintenance of buildings and grounds.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Ability to learn the practices, problems and safety precautions used in the maintenance and repair of water and wastewater lines; working knowledge of tools and equipment used in maintaining water distribution and wastewater collection systems; ability to perform heavy manual work for extended periods; willingness to work under adverse weather conditions; willingness to work unusual hours; dependability.

MINIMUM QUALIFICATIONS: Six months of experience as a plumber's helper or in the maintenance of water or wastewater lines.

IF POSITION REQUIRES: Must have valid NYS Driver's license upon application.