

**VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES  
REGULAR MEETING AGENDA 5:30PM  
Monday January 8, 2018  
Roberts Rules of Order will be in Effect for this Meeting**

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

**B. ROLL CALL**

**C. SPECIAL GUESTS Drew Benware, Mary Keating and Louis Cantania**

**D. AUDITING**

- a. Pay Vouchers
- b. Approve Minutes 12-11-17

**E. PUBLIC COMMENT PERIOD**

**F. CORRESPONDENCE - Letters from NYS DOT and NYS DEC, Information Core & Main**

**G. ITEMS FOR BOARD ACTION**

<b>BILL</b>	<b>1</b>	<b>2018</b>	<b>Agreement with Mountain Medical for Drug Testing</b>
<b>BILL</b>	<b>2</b>	<b>2018</b>	<b>Village Election Polling Place and Time</b>
<b>BILL</b>	<b>3</b>	<b>2018</b>	<b>MOA with Franklin County Board of Election</b>
<b>BILL</b>	<b>4</b>	<b>2018</b>	<b>Website Consultant</b>
<b>BILL</b>	<b>5</b>	<b>2018</b>	<b>WWTP Boiler Purchase and Installation</b>
<b>BILL</b>	<b>6</b>	<b>2018</b>	<b>Sewer Debt Reserve</b>
<b>BILL</b>	<b>7</b>	<b>2018</b>	<b>Establish of Main Street Reserve</b>

**H. OLD BUSINESS**

**I. NEW BUSINESS**

**J. ITEMS FOR DISCUSSION**

**K. 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  
December 11, 2017

**ROLL CALL FOR REGULAR MEETING:** Present : Deputy Mayor Thomas Catillaz  
Trustees: Richard Shapiro, Paul Van Cott and Elias Pelletieri.

Absent: Mayor Clyde Rabideau

Also present: Village Manager, John Sweeney, Community Development Director Jamie Konkowski , Village Treasurer Elizabeth Benson, DPW Superintendent, Jeff Dora and Village Clerk, Kareen Tyler.

Everyone stood for the pledge of allegiance.

**AUDITING:**

Chair Deputy Mayor Catillaz called for a motion to approve payment for the 2018 budget \$195,830.45 voucher number 11037642 to 11037753 complete detail of these vouchers is attached and made part of these minutes.

Motion: Pelletieri Second: Van Cott

Roll Call: Pelletieri yes Shapiro yes Van Cott yes

**PUBLIC COMMENT :**

Amy Catania and Aurora Wheeler of Historic Saranac Lake introduce the Museums' current project "The Cure Porch on Wheels" information is attached and made parts of these minutes .

Lindy Ellis, 1 Dahinda Drive, spoke in support of Resolution147-2017 Support NYS Recreation Corridor. She gave board information on motorized wheel chairs on stoned multiuse path, it is attached and made part of these minutes.

Marijke Ormel, Kiwassa Road, spoke in support of Resolution147-2017 Support NYS Recreation Corridor.

Susan Nolde, Bloomingdale, spoke in support of Resolution147-2017 Support NYS Recreation Corridor.

Steve Erman. Kiwassa Road spoke against Resolution147-2017 Support NYS Recreation Corridor.

Joy Cracker, Old Lake Colby Road, spoke against Resolution147-2017 Support NYS Recreation Corridor. A copy of her statement is attached and made part of these minutes.

Peter Edwards, Tupper Lake, spoke in support of Resolution147-2017 Support NYS Recreation Corridor.

John Brockway, Lake Clear, spoke in support of Resolution147-2017 Support NYS Recreation Corridor.

Peggy Woltberger, Beechwood Drive, spoke in support of Resolution147-2017 Support NYS Recreation Corridor.

Caperton Tissot, Kiwassa Road, spoke in support of Resolution147-2017 Support NYS Recreation Corridor.

George Cook, Kiwassa Road, spoke in support of Resolution147-2017 Support NYS Recreation Corridor.

Hope Fernette, Tupper Lake, spoke in support of Resolution147-2017 Support NYS Recreation Corridor. Gave information from a survey which is attached and made part of these minutes.

**Bill 148-2017 Accept 2016 Audit Report**

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

Chair Deputy Mayor Catillaz called for a motion.

Motion: Shapiro Second: Pelletieri

Roll Call: Catillaz: yes Pelletieri yes Shapiro yes Van Cott absent

**Bill 149-2017 Website Consultants**

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

Chair Deputy Mayor Catillaz called for a motion.

Motion: Pelletieri Second: Shapiro

Roll Call Catillaz: yes Pelletieri yes Shapiro yes Van Cott absent

**Bill 150-2017 Active Motif Agreement**

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

Chair Deputy Mayor Catillaz called for a motion.

Motion: Shapiro Second: Pelletieri

Roll Call: Catillaz: yes Pelletieri yes Shapiro yes Van Cott absent

**Bill 151-2017 SLVFD Contract**

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

Chair Deputy Mayor Catillaz called for a motion.

Motion: Pelletieri Second: Shapiro

Roll Call: Catillaz: yes Pelletieri yes Shapiro yes Van Cott absent

**Bill 152-2017 Saranac Lake Rescue Contract**

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

Chair Deputy Mayor Catillaz called for a motion.

Motion: Shapiro Second: Pelletieri

Roll Call: Catillaz: yes Pelletieri yes Shapiro yes Van Cott absent

**Bill 153-2017 Travel and Training**

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

Chair Deputy Mayor Catillaz called for a motion.

Motion: Pelletieri Second: Shapiro

Roll Call: Catillaz: yes Pelletieri yes Shapiro yes Van Cott absent

**OLD BUSINESS:**

Clean Energy Community Update

Route 3 Tree Clearing

NYSDEC Pontiac Bay Update

WWTP Boiler

**NEW BUSINESS:**

Next meeting January 8, 2017

Mark Kurtz, Bloomingdale, spoke against Resolution 147-2017 Support NYS Recreation Corridor.

Marc Warner, Charles Street, spoke against Resolution 147-2017 Support NYS Recreation Corridor. A copy of his statement is attached and made part of these minutes.

Martin Rowley, Saranac Lake, spoke against Resolution 147-2017 Support NYS Recreation Corridor. A copy of his statement is attached and made part of these minutes.

Judy Rush, Charles Street, spoke against Resolution 147-2017 Support NYS Recreation Corridor. A copy of her statement is attached and made part of these minutes.

Frannie Preston, Saranac Lake, spoke in support of Resolution 147-2017 Support NYS Recreation Corridor.

Peter Benson, Cortez Lane spoke in support of Resolution 147-2017 Support NYS Recreation Corridor.

John O'Neil Saranac Lake, take no position.

Keith Gorgas, Olive Street spoke against Resolution 147-2017 Support NYS Recreation Corridor. A copy of his statement is attached and made part of these minutes.

Phil Gallo, Baker Street spoke against Resolution 147-2017 Support NYS Recreation Corridor

Sunita Halasz, Cliff Road spoke against Resolution 147-2017 Support NYS Recreation Corridor. A copy of her statement is attached and made part of these minutes.

Ken Lawless, spoke in support of Resolution 147-2017 Support NYS Recreation Corridor.

**CORRESPONDENCE: – Downtown Invitation**

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

Motion: Van Cott Second: Pelletieri

Roll Call: Pelletieri yes Shapiro yes Van Cott yes

**ITEMS FOR BOARD ACTION:**

**Bill 146-2017 Begin Hiring Process Deputy Clerk Treasurer**

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

Chair Deputy Mayor Catillaz called for a motion.

Motion: Van Cott Second: Pelletieri

Roll Call: Pelletieri yes Shapiro yes Van Cott yes

Trustee Van Cott recused himself explaining that he is an employee of an agency involved in the litigation.

**Bill 147-2017 Support NYS Recreation Corridor**

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

Chair Mayor Rabideau called for a motion.

Motion: Shapiro Second: Pelletieri

Roll Call: Catillaz: yes Pelletieri yes Shapiro yes Van Cott recused himself

Trustee Van Cott did not return to the meeting

**MOTION TO ADJOURN**

Chair Deputy Mayor Catillaz called for a motion.

Motion:Shapiro Second:Pelletieri

Roll Call: Catillaz: yes Pelletieri yes Shapiro yes Van Cott absent

Respectfully submitted,

Kareen Tyler, Village Clerk



# Department of Transportation

ANDREW M. CUOMO  
Governor

PAUL A. KARAS  
Acting Commissioner

SAM ZHOU, P.E.  
Regional Director

December <sup>6</sup>~~8~~, 2017

Thomas E. Saehrig, Environmental Program Specialist 2  
NYS Adirondack Park Agency  
PO Box 99  
1133 NYS Route 86  
Ray Brook, NY 12977

RE: Maintenance Tree Cutting, Route 3  
Village of Saranac Lake, Essex County

Dear Mr. Saehrig,

This letter serves as a follow up to our 11/28/17 onsite meeting at the subject location.

NYS DOT Essex County Residency is planning to remove approximately 250 trees on Route 3 within the village of Saranac Lake, Essex County. The trees are within a 15 foot wide by 3/10 of a mile long stretch between reference marker 3-1206-1001 and 1004 on route 3, in the northeastern portion of the village. The tree diameters vary between 3 inches and 30 inches. All the trees are located on DOT right of way. The property adjacent to the right of way is private property. We are going to be using a contractor, Richard Sears Tree service, to remove them. We propose to remove them prior to March 31<sup>st</sup>, 2018 in order to comply with DEC's Northern Long Eared Bat cutting restrictions.

The removal of these trees is for the continued maintenance of Route 3. There are several reasons for this.

1. The tree roots are affecting an existing older concrete retaining wall we have in the area. The roots appear to be pushing against the back of the wall. We are hoping removing the trees will prolong the service life of the wall.
2. There are also many dead trees mixed in at this location that are a hazard to the roadway if they were to fall in the road.
3. The trees drop many pine needles, leaves, branches, and debris throughout the year that have plugged our drainage pipes and grates in the area causing localized flooding of the roadway.
4. Since these trees are located very close to the roadway, the canopy of the trees blocks some sunlight from reaching the pavement surface during the winter snow and ice season creating a "cold spot". In some cases, this requires a greater effort or more salt applied to clear the roadway.

Therefore, we propose removing all trees within 15 feet of the back of the existing retaining wall for the reasons listed above.

Coordination with Village Manager John Sweeney, Village of Saranac Lake Manager, is ongoing.

If you should have any further questions, please feel free to contact me at (518) 873-2170.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Laundrie".

George Laundrie, P.E.  
Essex County Resident Engineer

cc: John Sweeney, Village of Saranac Lake Manager

**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

625 Broadway  
Albany, New York 12233-1010  
www.dec.ny.gov

**NEW YORK STATE ENVIRONMENTAL FACILITIES CORPORATION**

625 Broadway  
Albany, New York 12207-2997  
www.efc.ny.gov

Mr. John Sweeney  
Village Manager  
Village of Saranac Lake  
39 Main Street  
Saranac Lake NY, 12983

DEC 13 2017

RAPAF  
cc to Jamie  
Bohl

Re: Planning Grant: #75106  
Inflow and Infiltration Engineering Study Report

Dear Mr. Sweeney:

In 2011, Governor Cuomo launched the Regional Economic Development Councils and the Consolidated Funding Application (CFA) to provide each region with the tools to create and implement their own roadmap for economic prosperity and job creation. This community-based model uses local assets to drive local economic growth and has resulted in unprecedented partnerships and collaboration that are building a reinvigorated economy.

After six successful rounds, the 2017 CFA made over \$800 million in economic development resources available from over thirty programs across twelve State agencies. The Agency's programs provide resources for projects focused on community development and job creation, tourism, waterfront revitalization, energy and environmental improvements, as well as sustainability and low-cost financing. The Department of Environmental Conservation (DEC) and Environmental Facilities Corporation (EFC) are proud to have contributed \$3,200,000 to this year's CFA.

We are pleased to inform you that the Village of Saranac Lake project has been selected to receive up to \$100,000 for the Engineering Planning Grant through the New York Clean Water State Revolving Fund program. The actual amount of funding you will receive will be reflected in your grant agreement. On behalf of our partners at the federal, State, and local levels of government, please accept our gratitude for taking the initiative to participate in this program. If you applied for funding from other programs or other State agencies, you will receive information from those programs/agencies separately.

We are ready to begin working on this project, but before proceeding we would like to confirm that you are interested in using this funding for your project. Within two weeks of the date on this letter, please send your confirmation (or declination) and the name and contact information of the municipality's authorized project representative to



Department of  
Environmental  
Conservation

Environmental  
Facilities Corporation

EFC at [epg@efc.ny.gov](mailto:epg@efc.ny.gov). If we do not hear from you within this timeframe, we may withdraw the funding.

For your information, the *Project Checklist of Supporting Documents Needed for Grant Agreement with EFC* is attached. It is important to review this information carefully in order for you to remain on schedule and enter into a grant agreement with EFC to access these funds. There are several steps that must be completed by your municipality and we suggest that you begin working immediately on the procurement of engineering services for the preparation of the Engineering Report. If you have already procured engineering services, please forward the contract documents to EFC and begin working on the supporting documentation.

Please be aware that the grant requires that you make good faith efforts to obtain 30 percent participation by New York State certified Minority and/or Women Owned Business Enterprises and 6 percent participation from Service-Disabled Veteran-Owned Business Enterprises for contracted work that exceeds \$25,000. Additionally, this award requires that you provide a 20 percent minimum local match of the requested grant amount. For more information, visit [www.efc.ny.gov/epg](http://www.efc.ny.gov/epg).

Your project coordinator, Jason Denno, will be reaching out to you shortly to assist with completing all the required submittals necessary to execute a grant agreement with EFC.

We look forward to working with you on this important water quality project. If you should have any questions, please contact EFC at [epg@efc.ny.gov](mailto:epg@efc.ny.gov) or call (518)-402-7396.

Sincerely,



Basil Seggos  
Commissioner



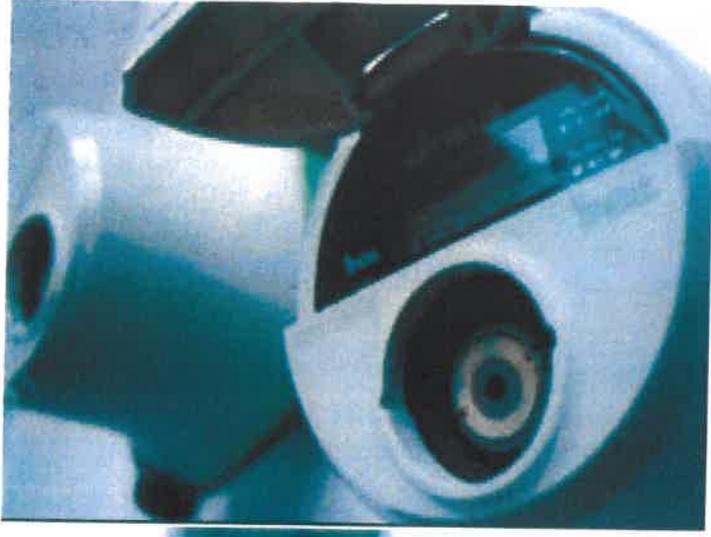
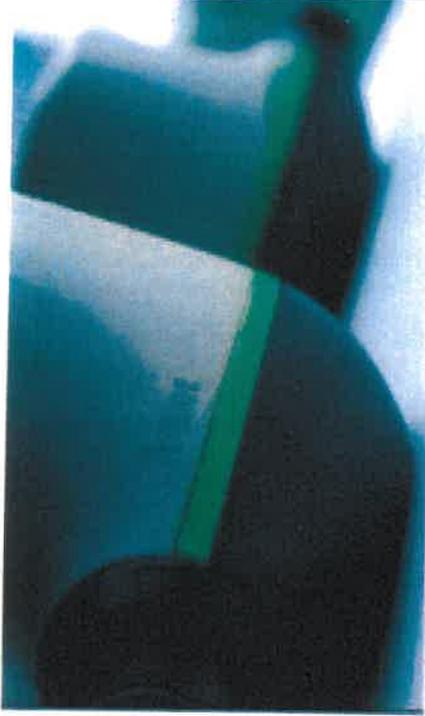
Sabrina M. Ty  
President and CEO

Enclosure



## CWSRF Engineering Planning Grants Checklist of Supporting Documents Needed for Grant Agreement

- | <input checked="" type="checkbox"/> <b><u>Supporting Documentation Submitted to NYSEFC</u></b>   | <b><u>Date of Document</u></b> |
|--|--------------------------------|
| <ul style="list-style-type: none"><li>• <b>Board Resolutions</b><br/>Board resolutions designating the Authorized Representative, Local Match, and SEQR Determination. See the Model Resolution Language at <a href="http://www.efc.ny.gov/epg">www.efc.ny.gov/epg</a>.</li></ul>  |                                |
| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Authorized Representative Resolution</b><br/>Board resolution designating an Authorized Representative for the project.</li></ul>  | _____                          |
| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Local Match Resolution</b><br/>Board resolution authorizing and obligating local match funds.</li></ul>  | _____                          |
| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>State Environmental Quality Review (SEQR) Act Resolution</b><br/>Completion of Environmental Quality Review (SEQR) Act requirements and Board resolution declaring SEQR findings or determinations.</li></ul>  | _____                          |
| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Executed Engineering Agreement</b></li></ul>   | _____                          |
| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Required Contract Language from State Financial Assistance Programs – Non-Construction Bid Packet</b><br/>Inclusion of the "State Financial Assistance Programs – Non-Construction Bid Packet" Required Contract Language for professional service contracts over \$25,000. The Bid Packet can be found at <a href="http://www.efc.ny.gov/bid-packets">www.efc.ny.gov/bid-packets</a>.</li></ul> |                                |
| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Compliance with the New York State's Minority/Women-owned Business Enterprises (MWBE) Requirements</b><br/>All professional service contracts with a value greater than \$25,000 must submit an MWBE Workplan and approvable Utilization Plan/Waiver Request. The combined MWBE goal will be 30%.</li></ul>  | _____                          |
| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Compliance with the New York State's Service-Disabled Veteran-Owned Business (SDVOB) Requirements</b><br/>All professional service contracts with a value greater than \$25,000 must submit an SDVOB Workplan and approvable Utilization Plan/Waiver Request. The SDVOB goal will be 6%.</li></ul>   | _____                          |
| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Budget &amp; Plan of Finance</b><br/>Detailed final budget and plan of finance including all third party funding agreements, and satisfaction of the minimum 20% local match requirement. Use the Budget and Plan of Finance Form at <a href="http://www.efc.ny.gov/epg">www.efc.ny.gov/epg</a>.</li></ul>   | _____                          |



# Village of Saranac Lake & The Future of Metering

# Purpose of Today



- AMR, how it works and its pros & cons
- Currently being used
- AMI and what it has to offer
- System demo
- Q & A

# AMR

## Automatic Meter Reading

### • Touch Read

— Touch pad on side of house. Walk up scan touchpad and write down reading or readings are loaded into a device.

Pros: Accurate & inexpensive

### • Walk-by/Drive-by

— Radio located inside building, the side of building or within a pit which is connected to meter. Ability to retrieve meter reading wirelessly from a distance by either walking by or driving by. Handheld is then connected to office computer and readings are loaded into billing software.

Pros: Accurate, efficient & safe

### • Drive-by

— Radio located inside building, the side of building or within a pit which is connected to meter. Transceiver inside vehicle connected to laptop and removable antenna located on top of vehicle. Ability to retrieve meter reading wirelessly by driving by. Readings are then saved and loaded into billing software.

Pros: Accurate, fast, efficient, GPS mapping & safer



# Currently Being Used



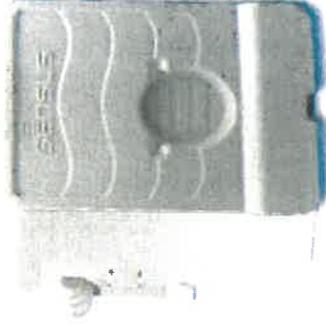
## *Automatic Meter Reading*

### **Pros**

- Reads Meters Wirelessly
- Safer than Manual and Touch Read
- Somewhat Efficient
- Alarm Features & Reports

### **Cons**

- Latency of data
- Can be costly
  - Time to Read
  - Roll a truck



# Migratability



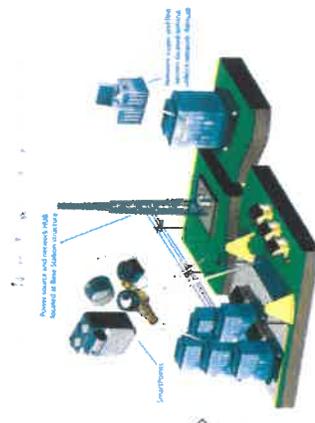
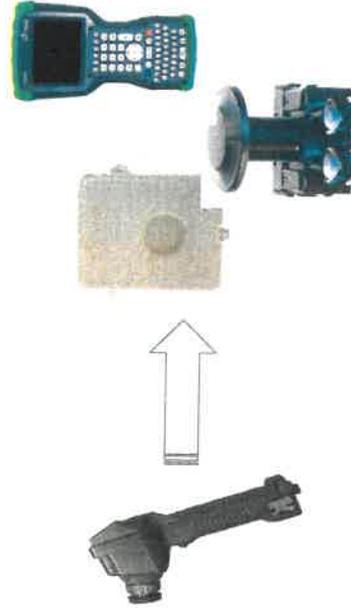
M-SmartPoints provide a migratable, two-way radio solution for water utilities.

## Migratable:

Seamlessly change from walk-by/drive-by to fixed base

## Two-way:

Send and receive communication for water measurement and ancillary device diagnostics

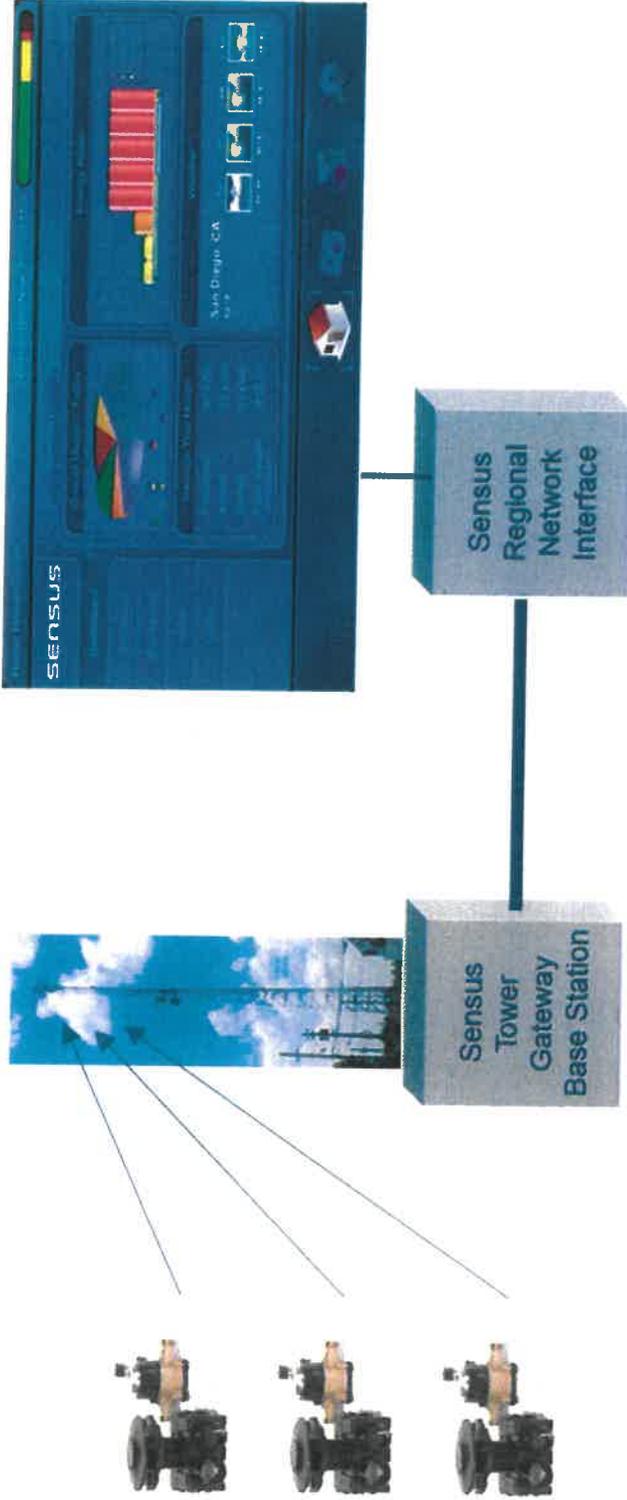


## Advanced Metering Infrastructure (Fixed Base)

- FlexNet (Sensus)

- Radios connected to the meter and transmit readings to an antenna. Data is accessed from computer, tablet or phone from any location with internet access.

Pros: Fast, easy to use, more information, better customer service, improved utilization of staff, and improved working conditions.



# Why FlexNet

- **Proactive Vs Reactive**
  - Solve problems before they become an issue
- **Increase Customer Service**
  - Real time information
  - Long term usage history
- **Conserve Resources**
  - Reduce Waste
  - No more bill forgiveness
- **Bandwidth**
  - Acoustic leak monitoring
  - Lighting
  - Smart Gateway
- **20 year System**





**Peter Carpenter**

Outside Sales Representative  
peter.carpenter@coreandmain.com

m 518.545.0332  
t 518.273.6300  
f 518.273.0238  
14 Arch Street  
Watervliet, NY 12189



coreandmain.com

**VILLAGE OF SARANAC LAKE  
BOARD OF TRUSTEES  
AUTHORIZING THE CONTRACT WITH  
MOUNTAIN MEDICAL**

SUBJECT: AGREEMENT FOR DRUG TESTING & PRE-EMPLOYMENT PHYSICALS FOR AGENDA OF 1-8-2017

DEPT OF ORIGIN: VILLAGE MANAGER BILL # 1 - 2018

DATE SUBMITTED: 5/4/17 EXHIBITS:

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED:

APPROPRIATION  
REQUIRED:

**SUMMARY STATEMENT**

Authorize Village Manager to sign agreement with Mountain Medical for drug testing and pre-employment physical services.

**RECOMMENDED ACTION**

APPROVAL OF RESOLUTION

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

VOTE ON ROLL CALL:

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

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

TRUSTEE PELLETIERI \_\_\_\_\_

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

TRUSTEE VANCOTT \_\_\_\_\_

**RESOLUTION AUTHORIZOING THE VILLAGE MANAGER  
TO SIGN CONTRACT WITH  
MOUNTAIN MEDICAL**

WHEREAS, the Village of Saranac Lake routinely does random drug and alcohol testing for employees with CDL licenses and is required by Franklin County Workers Compensation Self-Insurance plan; and

WHEREAS, the random testing is for the safety of our community and required by law, and

WHEREAS, Mountain Medical/Standard Medical Services provides these services locally, and

NOW, THEREFORE BE IT RESOLVED, the Village of Saranac Lake Board of Trustees approves the Village Manager to sign the contract with Mountain Medial/Standard Services.



**68 Quaker Road  
Queensbury, NY 12804  
518-744-6560 F) 514-1407**

**1927 Saranac Ave, Suite 100  
Lake Placid, NY 12946  
518-523-7575 x236 F) 523-7577**

**standardmedicalservices@gmail.com**

## **Contractual Agreement**

**This agreement is made between Standard Medical Testing Services/ Mountain Medical Services located at 68 Quaker Road, Queensbury, NY 12804 and Village of Saranac Lake having an address at 39 Main Street, Saranac Lake, NY 12983.**

**This agreement shall be in effect from Jan. 1, 2018 to Dec. 31, 2018.**

**The responsibilities and obligations and liabilities shall survive the term of this agreement.**

**This agreement may be cancelled by either party after thirty days of written notification.**

**Both parties to this agreement are independent contractors, and nothing contained herein shall be construed to place the parties in the relationship of partners, joint venture, principal-agent or employer-employee, and neither party shall have the power to obligate or bind the other whatsoever beyond the terms of this agreement.**

**Standard Medical Testing Services/ Mountain Medical Services will be compensated for its services as follows**

<b>Yearly Consortium Fee:</b>	<b>10 or more employees</b>	<b>\$100.00</b>	<b>N/A</b>
<b>(one-time fee)</b>	<b>9 or less employees</b>	<b>\$50.00</b>	
<b>Urine Drug Screens</b>		<b>\$60.00</b>	
<b>Alcohol Breath Testing</b>		<b>\$38.00</b>	
<b>Non Dot PE</b>		<b>\$110.00</b>	
<b>DOT/CDL Physicals</b>		<b>\$150.00</b>	<b>if needed</b>

**In addition, should there be after hours, post accident testing; there shall be a flat rate fee of \$120.00 per hour with a minimum two hour charge. Also there will be a mileage charge of 56.5 cents per mile applied.**

The fee for split specimen retesting of positive specimens (including shipping, lab fees and chain of custody) shall be the actual cost of said testing.

Payment of Invoices is expected within 30 days of receipt of invoice payable to Standard Medical Testing Services PO Box 2424 Glens Falls, NY 12801. A late fee/interest fee of 2% monthly will be applied to outstanding invoices over 30 days old.

Standard Medical Testing Services/ Mountain Medical Services attests that it will keep all information obtained from Village of Saranac Lake for the purpose of testing confidential unless otherwise required to disclose said information by applicable law, regulation, or subsequent agreement.

The provisions of the Agreement shall be construed, interpreted and governed by the substantive laws of the state of New York, including all matters of construction, validity and performance.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed as of the day and year executed below:

Standard Medical Testing Services  
Merrie Lynn Streeter, BSN

Village Of Saranac Lake

Mountain Medical Services  
Dr. Michael P. M. Pond, MD

Name: MCTMS

Name: \_\_\_\_\_

Title: CEO

Title: \_\_\_\_\_

Date: 11/30/17

Date: \_\_\_\_\_

Please execute this agreement, retain the original, and forward a duplicate to Standard Medical Testing Services at PO Box 2424 Glens Falls, NY 12801



**RESOLVED THAT:**

The polling place for the forthcoming Village of Saranac Lake Election on March 20, 2018 will be the Auditorium of the Harrietstown Town Hall, 39 Main Street, Saranac Lake, New York.

The polls shall be open from 12:00 noon until 9:00 PM.



# BOARD OF ELECTIONS

FRANKLIN COUNTY



DEMOCRATIC  
**KELLY A. COX**  
COMMISSIONER  
[kcox@co.franklin.ny.us](mailto:kcox@co.franklin.ny.us)

REPUBLICAN  
**TRACY SPARKS**  
COMMISSIONER  
[tsparks@co.franklin.ny.us](mailto:tsparks@co.franklin.ny.us)

**LINDA S. MANEELY**  
DEPUTY  
518-481-1664  
[lmaneely@co.franklin.ny.us](mailto:lmaneely@co.franklin.ny.us)

355 W. Main St., Malone, NY 12953

Fax: 518-481-6018

**ERIN BROCKWAY**  
DEPUTY  
518-481-1663  
[ebrockway@co.franklin.ny.us](mailto:ebrockway@co.franklin.ny.us)

## MEMORANDUM OF AGREEMENT

### ELECTION SERVICES AGREEMENT BETWEEN FRANKLIN COUNTY BOARD OF ELECTIONS AND VILLAGE OF SARANAC LAKE CONCERNING VILLAGE ELECTIONS TO BE HELD ON MARCH 20, 2018

THIS MEMORANDUM OF AGREEMENT, is entered into between the Franklin County Board of Elections, with offices at 355 West Main St., Malone, NY 12953 (hereinafter referred to as the "Board of Elections") and the Village of Saranac Lake, with offices at 39 Main St., Ste 9, Saranac Lake, NY 12983 (hereinafter referred to as the "Village").

WHEREAS, the Village is holding an election on March 20, 2018, and is seeking the assistance of the Board of Elections, in providing election services consisting of the provision and usage of voting machines, all equipment and supplies necessary to conduct voting operations; as well as training and assistance concerning voting operations;

WHEREAS, pursuant to Section 3-224 of the New York State Election Law, the Board of Elections may permit villages within the county to use its voting machines and other equipment, for the conduct of elections, upon such terms and conditions as shall be fixed by the Board of Elections and agreed to by both the Board and the Village; and

The Village Board is authorized, if the County Board of Elections shall consent thereto, to use voting machines belonging to the County Board of Elections.

NOW THEREFORE, the parties named above hereby enter into this Agreement applicable to the **Village of Saranac Lake being held March 20, 2018, and any subsequent revote(s) related thereto** (hereinafter referred to as the "Election"):

## I. BOARD OF ELECTIONS

### 1. The Board of Elections shall

- a. Provide and deliver optical scan voting machines and privacy booths to the Village in a number deemed adequate upon mutual agreement between the parties.
- b. Provide a list of trained Board of Elections poll workers to the Village Clerk.
- c. Provide training to any duly appointed election inspectors and other personnel as requested by the Village Clerk as to the operation of the voting machines prior to the vote and election to be held on March 20, 2018, providing advance notice for scheduling.
- d. Subject to the Village Board's review and approval, define the ballot in terms of format and language. Said ballot will be provided in a PDF form for the Village Board's review and approval.
- e. Program all voting machines after receiving PDF approval for the definition of said ballot for which there will be no charge.
- f. Provide the services of Board of Election staff that shall create ballot definition and corresponding PDFs for delivery to the Village Board selected printer, conduct pre-election testing of the voting machines, deliver the voting machines and, any other equipment, supplies, and provide technical assistance as needed. The Board of Elections will be conducting a post election audit unless authorized or directed to do so in accordance with the provisions of the Village Board.
- g. Said Board of Elections staff shall respond immediately to Village of Saranac Lake poll site should a scanner situation arise wherein the Village Inspectors are unable to resolve.

## II. VILLAGE BOARD

### 1. The Village Board and/or its representative shall

- a. Provide the Board of Elections with the ballot layout and content by February 16, 2018.
- b. Work with the Board of Elections to determine the number of machines needed for the election by February 16, 2018.
- c. Provide the Board of Elections of its review and approval of the ballot definition PDF, via signed copies of said PDF no later than February 16, 2018.
- d. Forward said approved ballot definition in PDF format to the printer as indentified by the village for the purpose of test ballot printing and ballot printing. The Village Board shall be responsible for all printing costs.
- e. Pay for services of the aforementioned Board of Election after-hours availability of technical

staff, at the rate of \$28.25 per hour, per person during the hours 4-9 pm. The Village Board shall pay for said services in full upon receipt of an invoice from the Board of Elections detailing the costs for said technical services.

f. Pay Flat Rate of \$60 for transportation of voting machines to and from village poll sites, to be paid in full upon receipt of invoice from Board of Elections detailing the costs.

### III. GENERAL

1. The Village Board shall be responsible and liable for the care and custody of the voting machines, other equipment and supplies, while they are in its possession; and as such the Village Board shall take all steps necessary to ensure the security of voting equipment to be used in their election in the same manner as they do voting systems delivered to village's used as poll sites in municipal elections, and further, agrees to pay for (or reimburse) for any repair or replacement costs incurred as a result of damage to the voting machines, other equipment and/or supplies while having possession thereof.
2. The Board of Elections and/or Franklin County shall NOT be liable for any voting machine and/or equipment failure during the Election; nor shall it be liable for any costs incurred by the Village Board or Village of Saranac Lake as a result of such failures.
3. It is acknowledged that regarding all aspects of the Election, the aforementioned Village Board Inspectors shall be the agents and/or employees of the Village Board; and NOT the Board of Elections or Franklin County. Village district assigned poll workers, shall be solely responsible for the operation of the voting machines and any resulting liability incurred as a result thereof.
4. The Village Board shall provide proof that it is carrying general liability insurance with coverage of at least \$1,000,000 per occurrence, \$1,000,000 general, and \$1,000,000 products/complete; and shall name the Franklin County Board of Elections and Franklin County as additional insured on the said policies, and provide proof thereof.
5. To the extent time limits are not already provided for in this Memorandum, the Village Board shall comply with all of its pre-Election obligations within 15 days of the Election or any subsequent revote; and further acknowledges that no changes shall be permissible beyond that date.
6. This Memorandum shall be subject to the approval of the Village of Saranac Lake as well as the Franklin County Board of Elections.

IN WITNESS WHEREOF, the undersigned parties hereto have executed this Memorandum on the date(s) set forth below.

FRANKLIN COUNTY BOARD OF ELECTIONS

By

\_\_\_\_\_  
Kelly A. Cox, Commissioner

Dated: \_\_\_\_\_

\_\_\_\_\_  
Tracy Sparks, Commissioner

Dated: \_\_\_\_\_

FRANKLIN COUNTY MANAGER

By

\_\_\_\_\_  
Donna Kissane, County Manager

Dated: \_\_\_\_\_

FRANKLIN COUNTY ATTORNEY APPROVED BY FORM

By

\_\_\_\_\_  
Jonathan J. Miller

VILLAGE OF SARANAC LAKE

By

\_\_\_\_\_  
Clyde Rabideau, Mayor

Dated: \_\_\_\_\_

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

SUBJECT: Website Consultant

Date: 01/08/18

DEPT OF ORIGIN: Trustee Shapiro

Bill # 4-2018

DATE SUBMITTED: 01/04/18

EXHIBITS:

APPROVED AS TO FORM:

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

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Village Administration

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EXPENDITURE REQUIRED: \$40,000	AMOUNT BUDGETED: \$25,000	APPROPRIATION REQUIRED: \$15,000
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**SUMMARY STATEMENT:**

Resolution authorizing the project committee to recommend a qualified firm/consultant to provide website design services for the Village. It authorizes the Village Manager and review committee to negotiate contracts and scopes of services with the selected candidate upon approval by the Board. Partial funding for the project is secured through a \$20,000 LWRP grant. The Village will contribute \$5,000 in in-kind services and up to \$15,000 in cash to be split equally between Water, Sewer, and General contingency funds.

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

VOTE ON ROLL CALL:

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

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

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

TRUSTEE VAN COTT \_\_\_\_\_

TRUSTEE PELLETIERI \_\_\_\_\_

**RESOLUTION TO HIRE A CONSULTANT TO REDESIGN THE VILLAGE WEBSITE**

WHEREAS, the Village of Saranac Lake received a \$20,000 grant from NYS Department of State Local Waterfront Revitalization Program (LWRP) to redesign the Village website; and

WHEREAS, a selection and advisory committee has reviewed Requests for Expressions of Interest from qualified consultants to assist in the redesign of the website and made a recommendation for hire;

NOW, THEREFORE BE IT RESOLVED, the Board of Trustees accepts the recommendation of the committee and authorizes the advisory committee and Village Manager to negotiate a contract and scope of work with the selected candidate.

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

SUBJECT: WWTP Boiler Purchase and Installation

Date: January 8, 2018

DEPT OF ORIGIN: Manager  
DATE SUBMITTED 1/8/18  
APPROVED AS TO FORM:  
Village Attorney

Bill # S -2018  
EXHIBITS: \_\_\_\_\_

Village Administration

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EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED:	BUDGETED:	REQUIRED:
<u>\$ 50,000</u>		<u>\$ 50,000</u>

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**SUMMARY STATEMENT**

The second boiler at the WWTP is ready to fail (this is the backup that we were running on from last year). The quotes have been received in the amount of @\$45,850 (purchase, removal and install @\$38,300 controls \$7550) which includes the addition of new controls for lead lag and switching capabilities. The overall costs are directly in line with the pricing for the one we just switched out, (our cost of boiler @\$15,000 and Install @\$21,000).

The Board is requested to authorize the funding release from the Sewer Reserve for the boiler replacement, not to exceed \$50,000 (includes @10% contingency, which if not used would not be released from the reserve.) Such funds will be subject to Permissive Referendum.

**RECOMMENDED ACTION**

Approval of Resolution

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

VOTE ON ROLL CALL:

MAYOR RABIDEAU	_____
TRUSTEE CATILLAZ	_____
TRUSTEE PELLETIERI	_____
TRUSTEE SHAPIRO	_____
TRUSTEE VAN COTT	_____

**VILLAGE OF SARANAC LAKE**  
**Resolution Authorizing**  
**WWTP Boiler Purchase and Installation**

**WHEREAS** the Village of Saranac Lake has received assessments from TFR Industries and AES recommending replacement of the failing 25 year old cast iron sectional boiler at the WWTP and

**WHEREAS** the Village of Saranac Lake has received a quote of \$45,850 for purchase, removal and installation to replace the old boiler,

**WHEREAS** the Village Board of Trustees authorizes the Village Treasurer to utilize the appropriate funds from the Sewer Reserve and

**WHEREAS** the use of any reserves are subject to Permissive Referendum,

**NOW, THEREFORE BE IT RESOLVED** that authorization is hereby given to the Village Treasurer to increase the 2017-18 appropriations via reserves for the installation costs of the boiler and

**BE IT FURTHER RESOLVED** that if reserves are used, the Village Clerk will be authorized to make public notice for the intended use of that reserve subject to Permissive Referendum.

**VILLAGE OF SARANAC LAKE**  
**BOARD OF TRUSTEES**  
**RESOLUTION APPROVING USE AND CLOSURE OF**  
**SEWER DEBT RESERVE**

SUBJECT: SEWER DEBT RESERVE

FOR AGENDA OF 1/8/2018

DEPT OF ORIGIN: JOHN M. SWEENEY

BILL # 6-2018

DATE SUBMITTED: 1/8/2018

EXHIBITS:

APPROVED AS TO FORM:

Village Attorney

Village Administration

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EXPENDITURE  
REQUIRED: \$425,000

AMOUNT  
BUDGETED: \$0.00

APPROPRIATION  
REQUIRED: \$425,000

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**SUMMARY STATEMENT**

The Sewer Debt Reserve was set up to offset the cost of annual debt service, thus minimizing sewer rate increases attributed to debt.

The Sewer Debt Reserve has an approximate balance of \$511,000.

The Village estimates an amount of \$425,000 for the Final Clarifier #1 project will be due to EFC after the FEMA closeout is completed.

Recommendation is to use the Sewer Debt Reserve, then transfer the remaining balance to the existing Sewer Reserve as it is no longer necessary to have two separate reserves.

**RECOMMENDED ACTION: Approval of the Resolution.**

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

VOTE ON ROLL CALL:

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

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

TRUSTEE PELLETIERI \_\_\_\_\_

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

TRUSTEE VANCOTT \_\_\_\_\_

**Village of Saranac Lake  
Board of Trustees - Resolution  
Approving Use and Closure of  
Sewer Debt Reserve**

**WHEREAS**, the Village of Saranac Lake has Sewer Debt Service Reserve funded through Sewer rents and

**WHEREAS**, due to the low rates of interest earned in the present environment, there is no added benefit of putting money aside for the payment of future debt,

**THEREFORE BE IT RESOLVED**, The Village of Saranac Lake Board of Trustees hereby approves the consolidation of Sewer Debt Reserve into the existing Sewer Reserve.

**BE IT FURTHER RESOLVED**, The Village of Saranac Lake Board of Trustees hereby approves the payment from the current Sewer Debt Reserve, of the EFC short term loan on Final Clarifier #1 at an estimated amount of \$425,000, after the FEMA closeout and

**BE IT FURTHER RESOLVED**, The Village of Saranac Lake Board of Trustees hereby approves to transfer the remaining balance of approximately \$86,000 in the Sewer Debt Reserve to the existing Sewer Reserve, thereby closing the Sewer Debt Reserve.

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

SUBJECT: Establishment of Main Street Reserve

Date: January 8, 2018

DEPT OF ORIGIN: Manager  
DATE SUBMITTED 1/8/18  
APPROVED AS TO FORM:  
Village Attorney

Bill # 7-2018  
EXHIBITS: \_\_\_\_\_

Village Administration

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EXPENDITURE REQUIRED:	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:
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**SUMMARY STATEMENT**

Establish Main Street Reserve, to provide for revitalization, major repairs, and upgrades to properties owned by the Village of Saranac Lake at 1-3 Main Street, 17 Main Street, and the Hydro Dam. Annually, one percent (1%) of Water Revenue shall be placed in reserve. Additional funding may be added from General and Sewer Fund Balances.

**RECOMMENDED ACTION**

Approval of Resolution

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

VOTE ON ROLL CALL:

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

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

TRUSTEE PELLETIERI \_\_\_\_\_

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

TRUSTEE VAN COTT \_\_\_\_\_

**Resolution Establishing a Capital Reserve Fund to finance  
Revitalization, Repairs, Replacements, and Upgrades to the  
Properties owned by the Village of Saranac Lake at  
1-3 Main Street, 17 Main Street, and the Dam**

**WHEREAS** the Village of Saranac Lake seeks to reduce the impact on current budgets in the event of major repairs or upgrades being needed to the Village's properties at 1-3 Main Street, 17 Main Street, and the connecting Hydro Dam, and

**WHEREAS** the Village of Saranac Lake seeks to establish a reserve, the purpose of which is to fund these unanticipated repairs and upgrades to the specified Village of Saranac Lake's Main Street properties.

**NOW, THEREFORE BE IT RESOLVED** that pursuant to section 6-c [6-g] of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the Main Street Reserve Fund (hereinafter "Reserve Fund"). The purpose of this Reserve Fund is to accumulate monies to finance the cost of major repairs and maintenance, upgrades, and replacements associated with the properties at 1-3 Main Street, 17 Main Street, and the connecting Hydro Dam so that the annual budget will not be impacted negatively because of necessary repairs and upgrades of our water related properties on Main Street.

**BE IT FURTHER RESOLVED**, This Reserve Fund shall be funded annually with one percent (1%) of the Water Revenue annually calculated and shall be funded annually in succeeding years through budgetary appropriations of the one percent (1%) annual Water Revenues as of June 1, 2018 for fiscal year 2018-2019. Additional funding may be added from General and Sewer Fund Balances.

**BE IT FURTHER RESOLVED**, The Chief Fiscal Officer is hereby directed to deposit and secure the monies of this Reserve Fund in the manner provided by section 10 of the General Municipal Law. The Chief Fiscal Officer may invest the monies in the Reserve Fund in the manner provided by section 11 of the General Municipal Law, consistent with the investment policy of the Village of Saranac Lake. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become part of the Reserve Fund. The Chief Fiscal Officer shall account for the Reserve Fund in a manner, which maintains the separate identity of the cash and investments of the Reserve Fund.

**BE IT FURTHER RESOLVED**, that except as otherwise provided by Section 6-c [6-g] of the General Municipal Law, expenditures from this Reserve

Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and without such additional actions or proceedings as may be required by section 6-c [6-g] of the General Municipal Law, including a permissive referendum if required by subdivision 4 of section 6-c[6-g]