

**VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES  
REGULAR MEETING AGENDA 5:30PM  
Monday June 25, 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 Minutes 6-11-18

**D. PUBLIC COMMENT PERIOD**

**E. CORRESPONDENCE** – Letter Homes and Community Renewal and Letter from Adirondack Housing Development Corporation

**F. ITEMS FOR BOARD ACTION**

|             |           |             |                              |
|-------------|-----------|-------------|------------------------------|
| <b>BILL</b> | <b>69</b> | <b>2018</b> | <b>Administrative Raises</b> |
| <b>BILL</b> | <b>70</b> | <b>2018</b> | <b>Begin Hiring Process</b>  |

**G. OLD BUSINESS**

**H. NEW BUSINESS**

**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.

34567REGULAR MEETING OF THE BOARD OF TRUSTEES  
June 11, 2018

**EXECUTIVE SESSION:**

Chair Rabideau called to enter into executive session for proposed, pending or current litigation.

Motion: Rabideau Second: Van Cott

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

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

Motion: Shapiro Second: Murphy

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

**ROLL CALL FOR REGULAR MEETING:** Present: Mayor Clyde Rabideau  
Trustees: Melinda Little, Richard Shapiro, Paul Van Cott and Patrick Murphy.  
Also present: Village Manager, John Sweeney, Village Treasurer, Elizabeth Benson, Code Enforcement Administrator, Paul Blaine, Water/Waste Water Chief Operator, Kevin Pratt and Village Clerk, Kareen Tyler.

Everyone stood for the pledge of allegiance.

**AUDITING:**

Chair Rabideau called for a motion to approve payment for the 2018 budget \$75,027.67 voucher number 11039071 to 11039150 and for the 2019 budget \$ 379,353.90 voucher number 11039039 to 11039151 complete detail of these vouchers is attached and made part of these minutes.

Motion: Little Second: Shapiro

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 May 29, 2018.

Motion: Murphy Second: Shapiro

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

**PUBLIC COMMENT PERIOD:** No one made public comment.

Mayor Rabideau welcomed Franklin County Legislator Melinda Ellis to the meeting and congratulated her on her recent appointment. .

**CORRESPONDENCE:** Letters from NYS DEC

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

Motion: Little Second: Shapiro

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

**ITEMS FOR BOARD ACTION:**

**Bill 65-2018 Authorize NYS Civil Service 211 Waiver**

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

Chair Mayor Rabideau called for a motion.

Motion: Van Cott Second: Shapiro

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

**Bill 66-2018 Declare Equipment Surplus and Allow for Sale**

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

Chair Mayor Rabideau called for a motion.

Motion: Murphy Second: Little

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

**Bill 67-2018 Call for a Public Hearing on Steep Slopes for July 9, 2018 at 5:30pm**

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 68-2018 Authorize Engineering Inflow & Infiltration Project**

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

Chair Mayor Rabideau called for a motion.

Motion: Shapiro Second: Murphy

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

**NEW BUSINESS:**

**OLD BUSINESS:**

Trustee Shapiro- bricks in Riverside Park, the Chicota Loan status, remote net metering and the vacant position in Community Development.

Trustee Little – signs to promote the picking up of pet waste.

Trustee Murphy – annexation of North Elba and LED Lights.

**ITEMS FOR DISCUSSION:**

4<sup>th</sup> of July works .

**MOTION TO ADJOURN**

Motion: Little Second: Shapiro

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

Respectfully submitted,  
Kareen Tyler, Village Clerk

**ADIRONDACK HOUSING DEVELOPMENT CORPORATION**

14 Kiwassa Road, Suite 1  
Saranac Lake, New York 12983  
(518) 891-5346

Allen Dunham, President

Sarah A. Clarkin, CEO

June 21, 2018

Clyde Rabideau, Mayor  
Paul Van Cott, Deputy Mayor  
Richard Shapiro, Trustee  
Melinda Little, Trustee  
Patrick Murphy, Trustee

Village of Saranac Lake  
Village Hall  
39 Main Street, Suite 9  
Saranac Lake, NY 12983

**Re: Helen Hill Apartments**

Dear Mayor and Trustees:

The Adirondack Housing Development Corporation (AHDC), a non-profit corporation established in 2009 and affiliated with the Harrietstown Housing Authority (HHA), strives to increase the availability of quality affordable housing and provide a new and much-needed revenue stream for the Harrietstown Housing Authority.

In October of 2012, after the dissolution of ComLinks, AHDC assumed management of the 12-unit Helen Hill Apartments on the corner of Front and Helen streets in Saranac Lake. At that time, the buildings' interiors and exteriors had fallen into serious disrepair; many tenants had not paid rent in months; and, loan payments to the Village of Saranac Lake and New York State Housing and Community Renewal had not been made in years. AHDC renovated units and made necessary repairs, collected back rents, developed a stable tenant base, and began making regular monthly payments (principal, interest, and penalties) on the Village of Saranac Lake loan.

By late 2017, AHDC had negotiated the potential acquisition of the property and submitted a grant application to New York State Housing and Community Renewal (NYS HCR) to make upgrades necessary to ensure quality housing for future decades. News of the grant award came in April.

AHDC is excited to move forward with acquisition of the Helen Hill Apartments and upgrades to the buildings and property. As this is an affordable housing project overseen by NYS HCR, rents are restricted and revenue is controlled. The margin enabling AHDC to proceed with the grant is slim. For the grant and project to be successful, Village assistance is needed as detailed in the accompanying letter from NYS HCR.

AHDC and NYS HCR have worked closely to develop a cash flow that ensures the project's viability. This viability depends on both the Village's and NYS HCR's forgiveness of the outstanding loans' accrued interest and, in the case of the Village, penalties added to the original loan. NYS HCR is forgiving the accrued interest on its loan and is willing to pay the Village the outstanding principal, minus the added on penalties and accrued interest, in one lump sum at property purchase closing. Further, the project will take on payments associated with the recent award.

It is a fact that, absent the forgiveness of accrued interest and penalties, the project is not viable. AHDC will have to step back; and, it is likely families will need to go elsewhere, and, the property will fall into disrepair. The current owner has no interest in keeping the property. The liens and restrictions on the property make it unattractive for potential buyers other than AHDC or a similar non-profit housing entity.

We appreciate the Village Board's consideration of this request. The future of a 12-unit apartment complex and its tenants is in question. A quick response is necessary as many parties are moving forward with architectural and engineering plans, environmental testing, reports, renovation plans, the sale and purchase agreement, title/deed completion, etc.

As always, we are happy to meet with you and discuss this at your convenience. We have had preliminary discussions with John Sweeney and Jamie Konkoski. If any additional information is needed, please telephone/email either one of us.

Thank you for your consideration.

Sincerely,



Allen Dunham  
President



Sarah A. Clarkin  
CEO

*cc: John Sweeney, Village Manager  
Jamie Konkoski, Community Development Director*



ANDREW M. CUOMO  
Governor

## Homes and Community Renewal

Housing  
Trust Fund  
Corporation

RUTHANNE VISNAUSKAS  
Commissioner/CEO

June 14, 2018

Clyde Rabideau, Mayor  
Richard Shapiro, Trustee  
Paul Van Cott, Deputy Mayor  
Melinda Little, Trustee  
Patrick Murphy, Trustee

Village of Saranac Lake  
Village Hall  
39 Main Street, Suite 9  
Saranac Lake, NY 12983

**Re: Helen Hill Apartments  
Saranac Lake, New York**

Dear Mayor and Trustees:

In 2001, the properties at 47 Front and 25 Helen streets, rehabilitated into twelve low- and moderate-income apartments, opened under the ownership of ComLinks (general partner), Helen Hill, LP (partnership) and Michel Associates (tax credit investor). Not long after opening, ComLinks' attention to the property's physical and fiscal conditions diminished and, ultimately, ceased.

In 2012, ComLinks, dissolved and the property was taken over by the Michel Associates and Helen Hill, LP. In October of 2012, Michel Associates contracted with the Adirondack Housing Development Corporation (AHDC), a non-profit affiliate of the Harrietstown Housing Authority (HHA), to manage the property. In the five years that has passed, AHDC has stabilized the property and reversed the years of neglect. The properties are well-maintained; occupancy rates are in the high 90% range; all bills and obligations are met; and, revenues have exceeded expenses. The project pays property taxes.

As of January 1, 2017, the initial LIHC tax credit compliance period expired and the Michel Associates wants to disassociate itself from the property. AHDC, whose mission it is to improve affordable housing opportunities in Saranac Lake, seeks to take over ownership in order to preserve Helen Hill Apartments as an affordable housing resource.

Liens and encumbrances on the property include:

- A 2002 40-year HCR HOME loan of \$492,149
- A 2015 10-year Village loan of \$85,000 (represents restructured 2001 loan), which includes accrued interest and penalties
- A LIHC regulatory agreement

ComLinks' failures to make payments on the two loans mentioned above resulted in the accrual of interest and penalties. For HCR, the current total of accrued interest and penalties is estimated at \$68,914. For the Village, the current total has accrued interest and penalties estimated at \$28,665.

To enable AHDC to operate this project successfully, HCR is making a considerable investment in the property so that deferred maintenance can be addressed and capital improvement made. It will also forgive the accrued interest and penalties on its HOME loan but requests the Village of Saranac Lake do the same. If done, HCR will pay to the Village the outstanding principal on the loan, as of the closing date, in one lump sum. In the interim, the project will continue to make monthly payments to the Village.

Forgiving the accrued interest and penalties allows AHDC to assume ownership, undertake needed improvements, meet all obligations, and ensure the long-term viability of quality affordable housing. If you would like to discuss this in person, I would be happy to meet with you. I can be reached at 518-485-7608 or [darren.scott@nyshcr.org](mailto:darren.scott@nyshcr.org).

Thank you for your serious consideration.

Sincerely,



Darren J. Scott, AICP  
Director of Development – Upstate East

cc: *John Sweeney, Village Manager, Saranac Lake*  
*Jamie Konkoski, Community Development Director, Saranac Lake*

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

SUBJECT: Administrative Raises FOR AGENDA OF 6-25-18  
DEPT OF ORIGIN: Village Manager BILL # 09-2018  
DATE SUBMITTED: 6-25-18 EXHIBITS: \_\_\_\_\_

APPROVED AS TO FORM:

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

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

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|                                      |                        |     |                               |
|--------------------------------------|------------------------|-----|-------------------------------|
| EXPENDITURE<br>REQUIRED: \$12,305.03 | AMOUNT<br>BUDGETED: \$ | Yes | APPROPRIATION<br>REQUIRED: \$ |
|--------------------------------------|------------------------|-----|-------------------------------|

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**SUMMARY STATEMENT**

Authorize Administrative Raises for fiscal year 2019, as of June 1, 2018

**RECOMMENDED ACTION**

APPROVAL OF RESOLUTION

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

VOTE ON ROLL CALL:

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

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

TRUSTEE MURPHY \_\_\_\_\_

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

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

**RESOLUTION FOR AUTHORIZATION ADMINISTRATIVE RAISES  
FOR FISCAL YEAR 2019**

WHEREAS, The Village Board Authorize Administrative raises of 2% for fiscal year 2019, effective June 1, 2018. The total amount of \$12,305.03 is included in the approved budget for the year.

NOW THEREFORE, BE IT RESOLVED, The Village Board authorizes the raises of 2% for Administrative Staff, effective June 1, 2018.



## Resolution to Begin Hiring Process

WHEREAS, The Village of Saranac Lake is committed to maintain a full staff for the safety and wellbeing of village residents and visitors alike, and,

WHEREAS, a position of water/waste water treatment plant operator trainee and water/waste water operator have been established, and

WHEREAS, The Village Manager is authorized to begin the hiring process and to make a recommendation to hire to the Village Board, and

NOW THEREFORE BE IT RESOLVED, The Village Board gives authorization to the Village Manager to begin the hiring process for a water/waste water treatment plant operator trainee or a water/waste water operator.