

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

SUBJECT: Assistant Police Chief

DATE: 8-8-2022

DEPT OF ORIGIN: Mayor Williams

BILL # 138-2022

DATE SUBMITTED: 8-4-2022

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

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED  
\$

AMOUNT  
BUDGETED  
\$0

APPROPRIATION  
REQUIRED:

Resolution to create a position of Assistant Police Chief Pending approval by Franklin County Civil Service

MOVED BY: Catillaz      SECONDED BY: Scollin

VOTE ON ROLL CALL:

MAYOR WILLIAMS	<u>yes</u>
TRUSTEE BRUNETTE	<u>no</u>
TRUSTEE CATILLAZ	<u>yes</u>
TRUSTEE SCOLLIN	<u>yes</u>
TRUSTEE SHAPIRO	<u>yes</u>

**A RESOLUTION TO CREATE A POSITION OF ASSISTANT POLICE CHIEF PENDING APPROVAL BY  
FRANKLIN COUNTY CIVIL SERVICE**

**WHEREAS, the Village of Saranac Lake and the functions of its municipal government can provide more safe and efficient protection to the public by creating a new Civil Service position of Assistance Police Chief, and,**

**WHEREAS, the creation and title of this position is subject to the review and approval of the description of duties, minimum qualifications, and criteria requirements by Civil Service, and,**

**WHEREAS, the work performed by Assistance Police Chief will be in accordance with established policies and objectives and will be subject to administrative direction from the Chief of Police, and,**

**WHEREAS, the responsibilities of the Assistant Police Chief will include assisting the Police Chief in overseeing Police Department functions and planning law enforcement activities of the Village of Saranac Lake, and,**

**WHEREAS, the experience required for the Assistant Police Chief require are subject to general direction from the Police Chief and may perform police officer work as necessary, and,**

**WHEREAS, incumbent of position must meet the minimum qualifications for the position as set forth by Civil Service,**

**THEREFORE, BE IT RESOLVED, the Village of Saranac Lake Board of Trustees authorizes the creation of the Assistant Police Chief position, and,**

**BE IT FURTHER RESOLVED, the Village Board of Trustees authorizes the Village Manager to appoint Casey Reardon as Assistant Police Chief due to his 20 years of exemplary service as a Police Officer for the Village of Saranac Lake, contingent on Casey Reardon meeting all Civil Service and New York State requirements of the position of Assistant Police Chief.**

## ASSISTANT POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for assisting the Police Chief in supervising, directing and coordinating the work of the Police Department. The work is performed in accordance with established policies and objectives and is subject to general direction from the Police Chief. Supervision is exercised over the work of subordinate police staff. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the police chief in planning and directing activities of department;  
Takes charge of the department in the absence of the police chief;  
Receives telephone calls and dispatches Officers or personally responds;  
Makes periodic inspections of the activities and records of the police bureau;  
Has charge of police training and conducts periodic classes for members of the force;  
Assists in planning the distribution of police strength;  
Holds staff conferences;  
Prepares reports of police activities;  
May deliver talks on safety and other law enforcement problems;  
Prepares a variety of records and reports related to the work;  
Has charge of various special assignments as directed by the Chief.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern principles and practices of police work; thorough knowledge of police administration; thorough knowledge of New York State Penal Law, Code of Criminal Procedure, and Vehicle and Traffic Law; thorough knowledge of the geography of the city; good knowledge of scientific methods of crime detection and criminal identification; ability to lead and direct the activities of police officers; ability to maintain effective public relations; resourcefulness and sound judgement in emergencies; integrity; tact; Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: Two years as a Police Sergeant; or six years as a Police Officer.

REVISED by the Franklin County Personnel Officer on May 20, 1994.

  
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Personnel Officer



*Mobile Food Service Operations in the Village of Saranac Lake*

**Purpose**

The purpose of this chapter is to regulate food trucks and food carts within the Village of Saranac Lake in a manner that protects the public health, safety, and welfare. This chapter describes the permitting procedures for mobile food service operations and is intended to operate in conjunction with the Village of Saranac Lake's Development Code.

**Definitions**

The following terms shall, for the purposes of this chapter, have the meanings herein indicated:

**FOOD CART**

A mobile food service cart or stand, which is only mobile when moved by human power, from which food and beverage (prepackaged or prepared and served from the vehicle or stand) are sold or distributed in individual portions to the general public directly from the food cart or food stand for consumption.

**FOOD TRUCK**

A mobile food service operation located in a licensed motorized vehicle or a movable trailer and from which food and beverage (prepackaged or prepared and served from the vehicle or stand) are sold or distributed in individual portions to the general public directly from the food truck for consumption on or off of the premises.

**FOOD TRUCK OPERATOR**

The registered owner of a food truck or food cart or the owner's agent or employee.

**Permit required**

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A. It shall be unlawful for any person or entity to operate a food truck or food cart within the Village without having obtained a permit for such purpose in accordance with the provisions of this chapter.

B. Any person or entity desiring to operate a food truck or food cart shall make a written application for a food truck permit to the Village Clerk. The application for a permit shall be made on forms provided by the Village and shall include the information required by this chapter and the following:

- (1) Name, signature, telephone number, home address, and business address of the food truck operator and the registered owner of the food truck or food cart.
- (2) Description and photograph of the food truck or food cart, including the license plate, registration number, VIN number, year, make, length, and model of the vehicle.
- (3) Copies of the valid Franklin and/or Essex health department permit(s) for a mobile food service operation, dependent upon the county or counties in which the mobile food service operator intends to do business.
- (4) Valid certificate of authority for a mobile food service operation.
- (5) Valid proof of insurance, which must be kept continuously in force during the term of the license. At the time of application, applicants shall provide proof of insurance that extends for the entire license period and must meet the liability guidelines set by the Village. The policy shall provide that it may not be canceled except upon 10 days' written notice served upon the Village. The insurance must name the Village of Saranac Lake as an additional insured party.
- (6) Written waste disposal plan for all trash, water, grease, and other byproducts of the mobile food service operation.
- (7) If a mobile food service operator intends to operate multiple food trucks or food carts, a unique mobile food service permit must be obtained for each individual food truck or food cart.



### **General regulations for food trucks and food carts**

A. Food trucks and food carts are permitted to operate in B-1, B-2, B-3, B-4, C-3, E-1, E-3, F-1, G, I, L-1, L-2, and L-3 Zoning Districts.

B. Food trucks and food carts are not permitted to operate on private property in permitted zoning districts without the express written consent of the corresponding property owner. A property owner may choose to withdraw consent for mobile food service operations on their property at any time, with or without cause or advance notice.

C. Food carts may operate in village parks, in permitted zoning districts, adjacent to walkways, provided they do not impede pedestrian access and maintain minimum distance requirements from stationary eating establishments (see subsections G and L below).

D. Food trucks and food carts shall not operate within any other zoning district, unless specifically permitted by the Village of Saranac Lake's Board of Trustees.

E. Copies of all valid permits must be conspicuously displayed on the food truck or food cart at all times.

F. All food trucks must abide by all parking and vehicle and traffic laws, ordinances, rules, and regulations at all times, including, but not limited to, any durational requirements in force and effect at that time and location. Food trucks shall not park on sidewalks, driveways, or walkways and may only park where motor vehicles may operate.

G. Food carts may operate on or adjacent to sidewalks or walkways but must ensure that pedestrian access is not impeded. When located on or adjacent to a sidewalk or walkway, food carts must ensure that pedestrians have at least a 60-inch unobstructed path on the sidewalk or walkway.

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H. No food truck or food cart shall operate in a location that has the effect of obstructing access to or egress from any structure or the free flow of vehicular and pedestrian traffic.

I. No mobile food service operator shall chain, connect, or otherwise attach any signs, goods, merchandise, chairs, stools, food cart or other equipment to any tree, parking meter, hydrant, sign or post, light pole, telephone pole, wire, guard rail, or other street appurtenance or leave any such items unattended on a public street, sidewalk, or place.

J. All food trucks and food carts must be equipped with trash receptacles of a sufficient capacity and shall be changed as necessary to prevent overflow or the creation of litter or debris. The contents of mobile food service trash receptacles may never be transferred to, or deposited in, village-maintained trash receptacles.

K. No alcohol may be sold or dispensed from food trucks or food carts.

L. Food trucks and food carts shall be located a minimum of 100 feet from the main entrance to any eating establishment, or any other permitted stationary food service business, during the stationary business's posted hours of operation.

M. Hours of operation of food trucks and food carts shall be limited to the hours of 7:00 a.m. through 9:00 p.m., Sunday through Thursday, and 7:00 a.m. to 12:00 midnight on official holidays and Friday and Saturday. There shall be no overnight parking or storing of food trucks or food carts at any permitted location.

N. The mobile food service operator or their designee must be present at all times during the hours of operation.

O. The mobile food service operator is responsible for the proper disposal of waste and trash associated with their operation. Operators shall remove all waste, trash, and other byproducts of their mobile food service operations from their site locations at the end of each day, or as needed to maintain the health and safety of the public. The operator shall keep all areas within five feet of the truck or cart clean of grease, trash, and refuse associated with the vending operation. No solid

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waste, liquid waste, or grease is to be disposed of on site, including, but not limited to, in or on storm drains, trees, lawns, tree lawns, sidewalks, streets, parking lots, trails, paths, or other public spaces.

P. Tents are prohibited. Awnings are only permitted if they are attached to the food truck or food cart and do not interfere with pedestrian or vehicular traffic.

Q. A mobile food service operator may obtain an annual, seasonal, or monthly permit. Annual permits shall be issued on a calendar year running from January 1 to December 31. Annual permit fees shall not be prorated. Seasonal permits shall be issued for any consecutive six-month period but shall expire automatically at the end of every calendar year. Monthly permits commence on the first day of any month and expire at the end of every calendar month. Any permit shall not be transferable from person to person. Any permit is valid only for the food truck or food cart for which it was issued.

R. The mobile food service operator shall comply with all notices, orders, decisions and rules and regulations made by the Village Office of Code Enforcement, the Franklin and/or Essex County health departments, the Village of Saranac Lake Police Department, or any other Village department and/or agency.

S. Food trucks shall be licensed as motor vehicles and able to be operated on the public streets of New York state.

T. The Village does not provide water, sewer, or electric service to mobile food service operations.

### **Signage**

All food trucks and food carts shall be permitted a single freestanding sign, with a maximum of two sides, not greater than eight square feet per side, in addition to the following:

(1) There shall be no limit on the size or number of signs painted on the truck or cart.





(2) Signs affixed to the truck or cart shall not be mounted perpendicular to the truck or cart and shall not protrude beyond the edges of the truck or cart.

(3) Any signage, including the single freestanding sign, may not be located or positioned so as to impede, block, or impair pedestrian walkways or handicapped accessibility, or in any way obstruct or limit Village operations.

### **Permit fees**

All operators shall pay a mobile food service permit fee in an amount set from time to time by the Village Board of Trustees. Annual mobile food service permits shall cost \$650; seasonal mobile food service permits shall cost \$450; monthly mobile food service permits shall cost \$150. Payment in full is due to the Village Clerk at time of permit issuance.

### **Exceptions**

A. Nothing in this chapter shall be held to apply to any sales conducted pursuant to statute or by order of any court; to farmers and truck gardeners, who themselves or through their employees vend, sell, or dispose of products of their own farms and gardens; or to berry pickers who sell berries of their own picking.

B. The Village Board of Trustees may also grant exemptions from this chapter for Village-sponsored special events or other occasions.

### **Administration and enforcement**

A. The Village may fine an operator or revoke a mobile food service permit for cause, including, but not limited to, the following:

(1) Violating the general regulations for mobile food service operations in the Village.

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- (2) Committing fraud or misrepresentation or making false statements in the mobile food service permit application.
  - (3) Committing fraud or misrepresentation or making false statements in connection with the sale of food or beverages.
  - (4) Violating any ordinances, regulations, or laws applicable to the holder of such a permit.
  - (5) Conducting permitted mobile food service operations in an unlawful manner or in such a way as to constitute a menace to the health and safety of the public.
- B. Any mobile food service operator who violates any provision of this chapter shall be guilty of an offense and upon conviction thereof shall be subject to a fine of not less than \$250, nor more than \$500, for each violation.
- C. Conviction of two violations of any provision of this chapter shall result in the immediate revocation of the mobile food service permit, which, if occurs, will not result in any refund of the permit fee. If the mobile food service permit is revoked, the operator will not be allowed to apply for another mobile food service permit for any food truck or food cart for 12 months from the date of the revocation.
- D. The mobile food service operator may be required to relocate their food truck or food cart, or any of their appurtenances, if a Village Code Enforcement officer, law enforcement officer, or other code enforcement officer determines that the mobile food service operations are causing parking or traffic congestion, pedestrian impediments, or litter problems either on or off the property where the use is located, or that such use is otherwise creating a danger to the public health or safety.

### **Appeals**

- A. Any applicant denied a mobile food service permit may appeal to the Village Board of Trustees, in writing, within 30 days of the application denial.

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B. Any mobile food service operator may appeal a related enforcement action to the Village Board of Trustees, in writing, within 30 days of the enforcement action.

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