

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

SUBJECT: Village Manager Duty and Responsibility

DATE: 2-27-2023

DEPT OF ORIGIN: Trustee Catillaz

BILL # 25-2023

DATE SUBMITTED: 2-23-2023

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED

AMOUNT
BUDGETED

APPROPRIATION
REQUIRED:

Resolution re-affirming Village Manager Duty and Responsibility

MOVED BY: Catillaz SECONDED BY: Scollin

VOTE ON ROLL CALL:

MAYOR WILLIAMS	<u>yes</u>
TRUSTEE BRUNETTE	<u>yes</u>
TRUSTEE CATILLAZ	<u>yes</u>
TRUSTEE SCOLLIN	<u>yes</u>
TRUSTEE SHAPIRO	<u>yes</u>

A Resolution Re-Affirming Village Manager Duty and Responsibility

Whereas, on March 19, 1929, the citizens of the Village of Saranac Lake chose and mandated a Village Manager form of government by a majority vote in a public referendum, and,

Whereas, the minutes of the Village Board of Trustees from 1929, states, "The Village Manager, free from political duties, is able to give his whole attention to running the village," further stating that, "Business is brought up in turn by the Mayor, each member of the board and the Village Manager," and,

Whereas, for ninety-four years, the Saranac Lake Village Manager has served as the Chief Operating and Administrative Officer of the Village of Saranac Lake, "running the village," and, by virtue of working each day in this position, has the most overall knowledge of the village's administration, methodologies, and workforce, and should be both encouraged and obligated to submit reports, proposals, and resolutions directly to the village board meeting agendas.

Whereas, no review and/or approval should be required of a board member, including a mayor, as the Village Manager, is "free from political duties," and any pre-approval would amount to an unauthorized veto power by a board member, which would skirt public transparency, and be contrary to the publicly-sanctioned Village Manager form of Government, then therefore, be it

Resolved, that the Village Manager, already authorized by local referendum and nearly a century of past practice, is directed and encouraged to unilaterally place reports, proposals, and resolutions, directly upon the village meeting agendas for board consideration and action without prior approval from any other board member.

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March 4th., 1929.

The regular meeting of the board of trustees of the village of Saranac Lake was held in the office of the village clerk on Monday evening, March 4th., 1929, at 7-30 o'clock.

The following members were present:

Hartley W. Taylor, Acting Mayor;
Dan J. Foster,
Edw. J. Mc Rath,
John N. Hayes, Trustees.

Wm. E. Buckley, St. Tom's.
Dever A. Miller, Village Clerk.

Absent: Mayor Conrad.

The minutes of the previous meeting were read and approved.

Walter Norman was present and asked what the board proposed to do about paying for the land taken from him at the time of the construction of the new bridge at the corner of River Street and Flower Avenue.

The board told him that they would consult the village engineer and find out how much if any, of his land had been appropriated by the village.

The following officers to assist at the annual election were named.

N. P. DeLisle, Charles Seiber, George Pasho, Frank Walton, Emmet St Clair, Jack Leary.

A motion was passed allowing the firm of Berkett and Flanders to have an automobile license for one car at \$25.00 and each additional car \$5.00 each.

The clerk was instructed to publish and post the following notice:

Notice of Annual Village Election.

Notice is hereby given that, pursuant to a resolution of the board of trustees of the village of Saranac Lake, N.Y., passed and adopted at a regular meeting of said board held on the 25th day of February, 1929, the annual election will be held in and for the village of Saranac Lake on Tuesday, March 19th., 1929, in the election room, town hall building, on Main Street, in said village.

The polls will be open from 8:00 o'clock A.M. until 5:00 o'clock P.M.

That at said election the following officers are to be elected for the term set opposite their names, respectively:

A mayor for a term of two years to succeed Fred C. Conrad;
A trustee for a term of two years in the place of John N. Hayes;
A trustee for a term of two years in the place of Hartley W. Taylor;
A police justice for a term of four years in the place of
George A. Utting.

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The following propositions will be submitted to the electors of said village qualified to vote thereon:

Proposition Number One:

"Shall the Village of Saranac Lake, N.Y. be authorized to adopt the form of government defined as 'The Village Charter Plan' as provided by article fifteen-a of the village law of the State of New York?"

offic
7-30

Proposition Number Two:

"Shall the village of Saranac Lake, N.Y. be authorized to establish a publicity fund to be expended for the purpose of advertising said village as a summer or winter resort, or both, by contributing to the expense of a Firemens Convention to be held in Saranac Lake Village during the summer of 1929, and by promoting seasonable sports both summer and winter, and for that purpose to raise the sum of seven thousand dollars (\$7000.00) per annum, to be assessed, levied and collected in the same manner as other village taxes are assessed, levied and collected?"

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Proposition Number Three:

"Shall the Village of Saranac Lake, N.Y. be authorized to raise an additional sum of one thousand dollars (\$1000.00) as part of a publicity fund to be used in promoting the winter horse races to be given during the winter of 1930 under the management of Philip Adler, to be assessed, levied and collected in the same manner as other village taxes are assessed, levied and collected?"

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(signed) Fred C. Conrad, Mayor,

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Hartley Taylor,
Dan E. Foster
Edward J. McGrath
John N. Hayes, Trustees.
Sever A. Miller, Village Clerk.

Hills

Ray R
J.E.J

The following bills were allowed and ordered paid:

Treasurer, pay rolls; Highway Tax.50; Fire 129; Crem 50; Verberg B&R H'way 51.24; J A Latour, Fire 66; P.S.M.L.Co., El L. Fund 1017.00 Police 156; N.NY Tel Co Police 5.47, Contg 1.30; Floyd Vosburgh Fire 9.10 Co Op Plumbing Co., Fire 6.52; Interprise, Contg 1.79 Sar Lake Garage Police 6.20 & 4.04 Commercial Press Police 5.50 Drury Taxi Police 12.00 F W Lane and Co., H'way 32.20; Western Union Tel Co 594 Starks and Co., Police 6.00 H'way 2.90

On motion the meeting adjourned.

William
Village Clerk.

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Canvass of Annual Village Election Held

March 19th., 1929.

The whole number of votes cast 1936.

For Trustee-Term Two Years;

John Ryan,	Democrat	737	
Joseph Disco	"	611	
Hartley Taylor	Republican	1192	
Fred Gero		1144	
Blank	both tickets	<u>188</u>	1936 (double)

Police Justice - Term Four Years
from Jan 1, 1930.

George A Utting	Democrat	661	
do	Republican	1066	
Blank	both tickets	<u>209</u>	1936 (double)

Mayor-Term Two Years;

Daniel Dwyer,	term two years	740	
Fred C Conrad	" " "	1133	
Blank		<u>63</u>	1936

Proposition Number One: - Village Manager, 1927/1928/1929

Total Vote			923
For Village Manager		501	
Against	" "	351	
Blank & Spoiled		<u>71</u>	923

Proposition Number Two- \$7000 for Publicity Fund:

For	656	
Against	227	
Blank and Spoiled	<u>40</u>	923

Proposition Number Three- \$1000 for ⁱⁿ Water Horse Races-

For	234	
Against	592	923
Blank	<u>97</u>	

SARANAC LAKE AND THE VILLAGE MANAGER SYSTEM

The Village Manager Form of Government was instituted in Saranac Lake in 1929 after a vote of the people had adopted the plan.

Saranac Lake Government is administered through a Mayor, Village Manager and a Board of Trustees consisting of four members. The Mayor is the Village link with the public. He is the speaker and community leader, outlining through his addresses and speeches the policy of the administration. The Village Manager, free from political and social duties, is able to give his whole time and attention to running the village, just as a business executive would give his entire efforts to running a factory or industrial plant. He is the efficiency man whose responsibility it is to remove obstacles so that municipal business of all kinds may be expedited thus conserving village funds. An appointee, the village manager is not of necessity a vote gatherer. His good business management is all that insures his tenure of office. In Saranac Lake, the Village Manager and Board of Trustees have developed settled working relations with each other.

The board holds one formal session each month at which time Newspaper men and the public are present. They also hold several committee meetings each month to act on various projects that may come up for action. At the later meetings the press is not allowed to be present. Business is brought up in turn by the Mayor, each member of the board and the Village Manager. There is no preference given the Village Manager, frequently trustees present more matters for consideration than he does.

When matters are presented for consideration the Mayor appoints a committee consisting of two members of the board and occasionally the Village Manager for investigation. They in turn report at the next regular meeting of the board or at a special meeting depending on the urgency of the matter.

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The case is then acted upon by the full board after which it is given to the Village Manager to be put in execution.

When budget estimates are presented they are prepared by the Village Manager and presented to the old board of trustees prior to election for adoption. They are then held over for the new board for their approval and adoption. The later board may revise the estimates given as they see fit, they are then presented to the public at a hearing for their approval.

Reorganization of all municipal departments have been made under the Village Manager plan creating harmony and full cooperation by the various departments something which was lacking in the old system.

The Village Manager is empowered by law to discharge any village employee he considers incompetent and replace such village employee with one of his own choice.

According to an analysis of Saranac Lake ' plan which is similar to the city manager plan in other larger municipalities it has been proven that our taxes and cost of government has gradually decreased as the following figures will show;

In 1929 the total cost of government was \$216,145.26
In 1933 it is estimated by the budget recently adopted to be \$162,000.00 showing a decrease in government expenses over a four year period of \$54,145.26.

In view of the above mentioned accomplishments I feel that if this form of government were adopted by other municipalities and put into proper execution it would materially stop leaks and extravagancies in cost of government under the many old and antiquated forms.