

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

SUBJECT: NYCOM Travel/Training

Date: 08/12/2024

DEPT OF ORIGIN: Village Manager

Bill # 119-2024

DATE SUBMITTED: 7/28/2024

EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED:

AMOUNT
BUDGETED:

APPROPRIATION
REQUIRED:

SUMMARY STATEMENT:

Resolution to authorize training and overnight travel for Community Development Department

MOVED BY: Scollin SECONDED BY: Ryan

VOTE ON ROLL CALL:

MAYOR WILLIAMS

yes

TRUSTEE RYAN

yes

TRUSTEE WHITE

yes

TRUSTEE SCOLLIN

yes

TRUSTEE BRUNETTE

yes

**RESOLUTION AUTHORIZING TRAVEL AND TRAINING FOR COMMUNITY DEVELOPMENT
DIRECTOR AND COMMUNITY DEVELOPMENT ADMINISTRATIVE ASSISTANT**

WHEREAS, the Village of Saranac Lake encourages its employees to attend and participate in schooling, training, and correspondence courses that will increase their knowledge, skills and job performance, and,

WHEREAS, the Community Development Department will attend the NYCOM Fall Training School for City and Village Officials from Tuesday, September 17th to Wednesday, September 18th, 2024 and will require one night of overnight lodging, and,

WHEREAS, the total expenditure that is designated in the 2024-2025 Budget is \$1,193.80 for training registration fees and overnight lodging.

THEREFORE, BE IT RESOLVED, the Village of Saranac Lake Board of Trustees hereby approves the expenditure of \$1,193.80 plus necessary mileage to cover training and overnight travel expenses for the Community Development Department to attend the 2024 NYCOM Fall Training School.

Please mail check or voucher to:

**NYS Conference of Mayors
119 Washington Avenue
Albany, NY 12210**

First Name	Katrina
Last Name	Glynn
Municipal Title	Community Development Director
Municipality/Organization	Village of
Name of Municipality/Organization	Saranac Lake
Address	39 Main Street Suite 9, Saranac Lake, NY 12983 US
ATTENDEE Email	comdev@saranaclakeny.gov
Phone Number	+15188914150
Changed your name or municipal employer in past year?	No
Are you a first-time attendee?	Yes
Notary Exam (tentative)	No
Continuing Legal Education (ATTORNEYS ONLY)	No

FULL CONFERENCE	Newly/Appointed Official	\$450.00
Tuesday Lunch (September 17, 2024)	I will NOT be attending either	
Thursday Lunch (September 19, 2024)	I will NOT be attending either	
Fall School Payment	Voucher	

First Name	Bayle
Last Name	Reichart
Municipal Title	Community Development Assistant
Municipality/Organization	Village of
Name of Municipality/Organization	Saranac Lake
Address	39 Main Street Suite 9, Saranac Lake, NY 12983 US
ATTENDEE Email	comdevassist1@saranaclakeny.gov
Phone Number	+15188914150
Changed your name or municipal employer in past year?	No
Are you a first-time attendee?	Yes
Notary Exam (tentative)	No

Continuing Legal Education (ATTORNEYS ONLY)	No	
FULL CONFERENCE	Newly/Appointed Official	\$450.00
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Thursday Lunch (September 19, 2024)	I will NOT be attending either	

Billing Information

Order Number	2024FLLTRNNGS6JA00FO
Date	07/23/2024
Name	Amanda Hopf
Address	39 Main Street Suite 9 Saranac Lake, NY 12983 US
Payment Method	Check/Voucher
Payment Instructions	Please send your check or voucher to: NYS Conference of Mayors 119 Washington Avenue Albany, NY 12210
Email	clerk@saranaclakeny.gov
Total	\$900.00

 Add to Calendar

You're all set, Bayle!

Confirmation number: 95512798

We sent the details to c....1@saranaclakeny.gov.

Hotel Information



Embassy Suites by Hilton Saratoga Springs

86 Congress St
Saratoga Springs, New York 12866 USA
+1 518-290-9090

Stay Information

17 SEP TUE — **18** SEP WED

Check-in: 4:00 PM

Check-out: 12:00 PM

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

Guest information

Bayle Reichart

Hilton Honors#:

Room 1 additional guest: Katrina Glynn

1 room for 2 adults

2Queens 2 Room Premium Ste - Flexible Rate

Total room charge \$260.00

Total taxes \$33.80

Total for stay: \$293.80

Payment  8173 May 2028

Guarantee policy

There is a Credit Card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

Cancellation policy

Free cancellation before 11:59 PM local hotel time on 15 Sep 2024.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

Optional services for an additional charge

Self parking

Complimentary

Pets

Pets allowed, \$75.00 non-refundable fee, \$75(1-4n), \$125(5+n) 2petsMax, dog/cat only