

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

SUBJECT: \$2 Levy unpaid tax bills

Date: 8/25/2025

DEPT OF ORIGIN: Village Manager

BILL # 115-2025

DATE SUBMITTED: 8/15/2025

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

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED: \$0

AMOUNT  
BUDGETED: \$0

APPROPRIATION  
REQUIRED: \$0

**SUMMARY STATEMENT**

Resolution approving the annual notification letter and \$2 levy for unpaid tax bills

**RECOMMENDED ACTION**

MOVED BY: Brunette      SECONDED BY: White

VOTE ON ROLL CALL:

MAYOR WILLIAMS

yes

TRUSTEE BRUNETTE

yes

TRUSTEE RYAN

yes

TRUSTEE SCOLLIN

yes

TRUSTEE WHITE

yes

**RESOLUTION AUTHORIZING THE ANNUAL UNPAID TAX NOTIFICATION  
LETTER AND A \$2 LEVY ON DELINQUENT TAX BILLS**

**WHEREAS**, the Village of Saranac Lake is required to notify property owners of unpaid Village taxes following the conclusion of the regular collection period, and

**WHEREAS**, the Village will issue said notifications via mail in September to inform residents of outstanding tax obligations, and

**WHEREAS**, the Village is authorized to impose a \$2 administrative fee on each unpaid tax bill to offset the costs associated with the preparation, processing, and mailing of the notification letters.

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Village of Saranac Lake hereby approves the mailing of the annual unpaid tax notification letters and authorizes the imposition of a \$2 fee on each delinquent tax bill to recover associated administrative and mailing expenses.