

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

SUBJECT: Amend EMS Facility Committee Resolution Date: 9/8/2025

DEPT OF ORIGIN: Trustee White BILL # 131-2025

DATE SUBMITTED: 9/4/2025 EXHIBITS: _____

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE
REQUIRED: \$0

AMOUNT
BUDGETED: \$0

APPROPRIATION
REQUIRED: \$0

SUMMARY STATEMENT

Resolution to amend the Emergency Services Facility Committee Resolution

RECOMMENDED ACTION

MOVED BY: White SECONDED BY: Brunette

VOTE ON ROLL CALL:

MAYOR WILLIAMS

no

TRUSTEE BRUNETTE

yes

TRUSTEE RYAN

no

TRUSTEE SCOLLIN

no

TRUSTEE WHITE

yes

Emergency Services Facility Committee (Public Safety Building Committee / Fire Building Committee)

Purpose:

To provide a committee that can bridge the SLPD, SLFD, SLVRS and the citizens in our community.

To assess the adequacy of the emergency services facilities to enable planning, funding, and other pursuits of these services for the Village.

Prompted by over a decade of concerns from various representatives from these Village functions about aging and inadequate facilities to support these critical services for the community into the future.

Membership:

Nine volunteer members to be appointed by the Village Board of Trustees.

Village of Saranac Lake Chief of Police

Volunteer Fire Department Chief

Volunteer Rescue Squad Chief

Volunteer Fire Department Member: Rick Yorkey

Volunteer Fire Department Member: Brendan Keough

Volunteer Rescue Squad, Ben Watson

Community Member 1: To be appointed at the September 8, 2025 Village Board Meeting

Community Member 2: To be appointed at the September 8, 2025 Village Board Meeting

Ex-officio:

Village of Saranac Lake Mayor, Jimmy Williams

Village of Saranac Lake Trustee, Matt Scollin

Terms:

Four years with staggered terms to ensure continuity. **The terms that will be expiring in May of 2026 will be decided upon by September 8, 2025 meeting.**

The Village Board is responsible for filling vacancies.

Anticipated Activities:

- Hold regular meetings to discuss an Emergency Services Facility.
- Conduct an existing facility assessment.
- Identify existing facility deficiencies.
- Create a vehicle/large equipment inventory.
- Conduct a preliminary needs assessment.
- Determine the current and future space needs based on current and future staffing, current and future vehicles/equipment, and other factors.
- Recommend a consultant to develop conceptual plans for the Emergency Services Facility.
- Aid the Village Board of Trustees in decision making and selecting a direction for the future of the Emergency Services Facilities.
 - And other activities to be determined by the Committee.

Meetings:

To be held once a month, with the option of calling additional meetings as needed. **The regularly scheduled meeting time will be decided upon before the September 8, 2025 meeting.**

Members will be asked to resign if they miss 3 consecutive meetings without a compelling reason for the absence. Time, day etc. to be determined when committee has been formed.

September 5, 2025

Village Board
Village of Saranac Lake
39 Main Street, Suite 9
Saranac Lake, New York 12983-1733

SUBJECT: VILLAGE OF SARANAC LAKE PUBLIC SAFETY BUILDING PROJECT – AUGUST UPDATE

Village of Saranac Lake Board Members,

Please find the project monthly update for August 2025. We continue to make progress on the various aspects of design, but we continue to stay conceptual at this stage as we work through various tasks on the USDA Environmental Report, the existing buildings structural assessment and ultimately confirming total project feasibility to begin the SEQR process.

The following tasks were worked on during the month of August;

1. No meetings with the Building Committee were held in August, but there was a Building Committee held on September 3rd.
2. **USDA ENVIRONMENTAL REPORT:** We continue to develop the USDA environmental report package with their input and address their additional requirements as follows:
 - a. **PHASE 1 ESA (USDA REQUIRED):** The Village approved and executed the contract with KAS for Phase 1 Environmental Site Assessment. Wendel is coordinating with the consultant to get the work underway.
 - b. **APA CONCURRENCE (USDA REQUIRED):** The draft concept site plan was presented to the Building Committee on September 3rd. It is anticipated that the Building Committee will provide comments on the draft concept site plan within the next 2-3 weeks. Adjustments will be made based on comments received and the draft concept site plan will be the basis for the outreach to APA.
 - c. **SHPO (USDA REQUIRED):** Per the USDA process, our team submitted the conceptual plans to SHPO for concurrence. Our team received comments and a request for additional information from SPHO. We are gathering the information and expect to submit the supplemental information in the coming weeks to continue the process.
 - d. **THPO (USDA REQUIRED):** USDA requires a Tribal Notification to be sent to nearby Native American Tribes to inform them of the project. This letter was sent on August 21st. Tribes have 30 days to respond and provide comments.



3. **CONCEPTUAL FLOOR PLANS:** Our team completed an initial comprehensive code review of the current conceptual plan. Our team developed options for code compliance based on the new proposed uses and presented an overview of the options to the Building Committee on September 3rd. It is anticipated that a presentation to the AHJ will take place in September. The intent of the presentation is to get concurrence with the AHJ regarding Wendel's interpretation of the Building Code and layout of the facility. The draft floor plans uploaded to SHPO and THPO are to describe the overall project conceptually and the intent of the project. The concept floor plans are not considered final. Adjustments will continue as we work through the process of various approvals and react to various requirements/comments from reviewing agencies.
4. **EXISTING STRUCTURAL ASSESSMENT:** Our team continues to define the impacts of the new/design and additions on the structural systems of the existing building, of which is considered a critical issue. Various options have been created. Wendel engaged with a general contractor to garner input on the constructability of the options for reinforcement of the existing building and cost estimates. Wendel will be on site with the general contractor on September 9th to review the project. It is anticipated to receive the general contractors' constructability input and costing information in September. The Geotechnical work (see below) will need to be completed prior to concluding the structural design parameters and therefore providing options and costing to the Building Committee and Village Board before completion of the Schematic Design package.
5. **GEOTECHNICAL:** The Village approved and executed the contract with Colliers for Geotechnical Services. Wendel is coordinating with the consultant to get the work underway, and it is expected to be completed within the next 3-4 weeks. As mentioned above, this geotechnical investigation and report is required for Wendel to finalize the structural design parameters.
6. **GRANT FUNDING SUPPORT:** On 8/6 Wendel provided conceptual floor plans to support the Village's application to the ESD's Achieve Grant in partnership with ESD's North Country Regional Office. These plans and costing continue to be conceptual in nature and adjustments to the plan will continue to occur as we meet with various agencies requesting approvals.
5. **SEQR:** As mentioned last month, some of the items that USDA is requesting go hand in hand with SEQR requirements. The USDA Environmental Report is not SEQR but is required to finalize agreements on the grant that the village was awarded. The SEQR process will begin as soon as the Schematic Design Package is finalized, and project feasibility is recognized. The items outlined above will need to come to a conclusion prior to completion of the Schematic Design Package, and therefore the SEQR process.



6. UPCOMING MEETINGS:

- a. *Building Committee meeting on Conceptual Site Plan* → 9/3/2025
- b. *APA concurrence meeting* → TBD (after Building Committee accepts Site plan)
- c. *General Contractor Meeting on Site* → 9/9/25
- d. *Village of Saranac Code Enforcement* → TBD

In conclusion, we continue to make progress on the plans and progress the due diligence on each of these complicated issues. As mentioned in previous updates, we continue to take this in a step-by-step process ensuring that we overcome hurdles as they come up in lieu of pushing forward without the critical answers, all along keeping the Villages best interests and funding at mind.

We look forward to continuing to work through each of these project components through September. Should you have any questions, please let Bachana know, and we can address those as they come up.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert W. Krzyzanowski".

Robert W Krzyzanowski
Director of Emergency Services and CSL
Senior Associate Principal

A handwritten signature in blue ink, appearing to read "Kaitlin Chmura".

Kaitlin Chmura
Project Manager