

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

SUBJECT: Overnight Travel for Police Officer

Date: 11/10/2025

DEPT OF ORIGIN: Village Manager

Bill # 171-2025

DATE SUBMITTED: 11/7/2025

EXHIBITS:

APPROVED AS TO FORM:

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

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

EXPENDITURE  
REQUIRED:

AMOUNT  
BUDGETED:

APPROPRIATION  
REQUIRED:

Resolution to approve the overnight travel for Officer Buckley to attend Forensic Training Course

MOVED BY: Ryan SECONDED BY: Williams

VOTE ON ROLL CALL:

MAYOR WILLIAMS

yes

TRUSTEE BRUNETTE

yes

TRUSTEE RYAN

yes

TRUSTEE SCOLLIN

yes

TRUSTEE WHITE

yes

RESOLUTION TO AUTHORIZE THE OVERNIGHT TRAVEL AND TRAINING FOR  
OFFICER BUCKLEY TO ATTEND THE 3 DAY CSI AND FORENSIC INVESTIGATION  
PLUS PHOTOGRAPHY TRAINING COURSE

WHERE AS, 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,

NOW THEREFORE BE IT RESOLVED, Officer Buckley is hereby approved to register and attend the 3-day CSI and Forensic Investigation plus photography training course from November 18 to November 20, 2025.

**November 3, 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  
OCTOBER UPDATE**

Village of Saranac Lake Board Members,

Please find the project monthly update for October 2025. We continue to make progress on the various aspects of the project including design and engineering of the building and site, considerations for the wetland buffer, and ultimately confirming total project scope to begin the SEQR process.

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

**1. The Building Committee met on the following dates:**

- a. October 10<sup>th</sup>
- b. October 24<sup>th</sup>
- c. October 31<sup>st</sup>

\*Meeting Agendas are attached.

**2. USDA ENVIRONMENTAL REPORT: We continue to develop the USDA environmental report package with their input and address their additional requirements as follows:**

- a. **APA CONCURRENCE (USDA REQUIRED):** The design team is working to limit any work or disturbance in the 100' wetland buffer. APA outreach is currently on hold as the site plan is being developed.
- b. **SHPO (USDA REQUIRED):** The next SHPO submission will include information regarding the exterior of the building which is currently under design with our architectural and engineering teams.
- c. **THPO (USDA REQUIRED):** Wendel completed the required Tribal Notifications and no comments were received.



3. **CONCEPTUAL FLOOR PLANS:** Our team presented the code compliance options to the AHJ on October 9<sup>th</sup> and based on subsequent conversations was able to get concurrence with the AHJ regarding Wendel's interpretation of the Building Code and layout of the facility. The design team is continuing to refine the floor plan layout to confirm circulation within the facility and coordinate the site plan design. Our team will meet with reach group in the beginning of November to confirm the layout of their spaces and then begin to design the exterior wall systems.
4. **EXISTING STRUCTURAL ASSESSMENT:** Based on the outcome of the code interpretation with the AHJ and feedback from the contractor meetings in September, our team was able to select the least intrusive structural upgrade option. The Geotechnical work (see below) will need to be completed prior to concluding the structural design parameters and therefore finalizing the cost estimate and presenting to the Building Committee and Village Board before completion of the Schematic Design package.
5. **GEOTECHNICAL:** Colliers completed their initial field work. Colliers' preliminary findings were reviewed with our team in October. Colliers is experiencing delays in obtaining equipment to complete the final testing. It is anticipated that the report will be completed in November. As mentioned above, this geotechnical investigation and report is required for Wendel to finalize the structural design parameters.
6. **GRANT FUNDING SUPPORT:** No update in October.
7. **SEQR:** As mentioned in previous months, 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. The items outlined above will need to come to a conclusion prior to completion of the Schematic Design Package, and therefore the SEQR process.

8. **UPCOMING MEETINGS:**

**BUILDING COMMITTEE**

- *Floor Plan Meetings – 11/6/25, 8:00am – 10:00am*
- *Building Exterior & Floor Plan Update – 11/14/25*
- *Mechanical/Plumbing/Fire Protection Systems Goals – 11/21/25*
- *Electrical Systems Goals – 11/24/25*



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. 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 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

Attachments:

*Building Committee Meeting Agendas: 10/10/25, 10/24/25, 10/31/25*



**Five Bugles  
Design.**



**Mitchell Associates  
Architects**

Wendel's award winning public safety design team

## **Building Committee Meeting Agenda**

Date: October 10<sup>th</sup>, 2025 @ 8:00amEST

Subject: Village of Saranac Lake Public Safety Building

Location: Saranac Vol. Fire Dept & Zoom

Project Location: 33 Petrova Avenue, Saranac Lake, New York 12983

---

### **TOPICS:**

#### **1. Update on Consultant Contracts**

- a. Geotechnical – Colliers
- b. Phase 1 ESA – KAS
- c. Wetlands Consultant

#### **2. Site Plan Review**

- a. Need to confirm required parking spaces per department
  - i. EMS
  - ii. Fire
  - iii. Police

#### **3. Floor Plan Review**

- a. Concept Plan dated 8/25/25
- b. Code Review Overview & Structural Implications
- c. AHJ / Code Enforcement Meeting Update

#### **4. USDA Report Update**

#### **5. Upcoming Meetings**

- a. AHJ / Code Enforcement Meeting – 10/09/25
- b. Village Board Update – TBD (end of October)
- c. Public Information Session – TBD



Five Bugles  
Design



Mitchell Associates  
Architects

Wendel's award winning public safety design team

## Building Committee Meeting Agenda

Date: October 24<sup>th</sup>, 2025 @ 8:00amEST  
Subject: Village of Saranac Lake Public Safety Building  
Location: Saranac Vol. Fire Dept & Zoom  
Project Location: 33 Petrova Avenue, Saranac Lake, New York 12983

---

### TOPICS:

#### 1. Update on Consultants

- a. Geotechnical – Colliers
- b. Wetlands Consultant – Dan Spada

#### 2. Site Plan

- a. Design team is working through the changes related to the driveway and wetland buffer, site demolition, building elevations, and other site related items
- b. Revised draft site plan is expected to be reviewed with Committee at the next Committee Meeting

#### 3. Floor Plan Review

- a. AHJ / Code Enforcement Meeting Update – design is moving forward with Option 1 as presented
- b. Design team is working through the floor plan modifications based on revised building elevations, structural upgrades and columns, and review of accessibility and exiting.
- c. Wendel to provide overview of floor plan to new committee members.
- d. Revised draft floor plan is expected to be reviewed with Committee at the next Committee Meeting
  - i. Subsequent meetings to be held with each group to finalize

#### 4. Upcoming Meetings

- a. Committee Meetings – Fridays @ 8:00amEST.
  - i. Schematic Site Plan – 10/31/25
  - ii. Floor Plan Meeting – week of 11/3/25
  - iii. Building Exterior – 11/14/25
- b. Village Board Update – TBD
- c. Public Information Session – TBD



**Five Bugles  
Design**



**Mitchell Associates  
Architects**

Wendel's award winning public safety design team

## Building Committee Meeting Agenda

Date: October 31<sup>st</sup>, 2025 @ 8:00amEST  
Subject: Village of Saranac Lake Public Safety Building  
Location: Saranac Vol. Fire Dept & Zoom  
Project Location: 33 Petrova Avenue, Saranac Lake, New York 12983

---

### TOPICS:

#### 1. Update on Consultants

- a. Geotechnical – Colliers
- b. Wetlands Consultant – Dan Spada

#### 2. Site Plan

- a. Review of Draft Site Demolition Plan
- b. Review of Draft Site Plan
- c. Review of site constraints and challenges

#### 3. Floor Plan Review – N/A

#### 4. Upcoming Meetings

- a. Committee Meetings – Fridays @ 8:00amEST;

**\*\*No Meeting Friday, 11/7\*\***

- i. Floor Plan Meetings – 11/6, 8:00am – 10:00am
  - ii. Building Exterior & Floor Plan Update – 11/14/25
  - iii. Mechanical/Plumbing/Fire Protection Systems Goals – 11/21/25
  - iv. Electrical Systems Goals – 11/24/25
- b. Village Board Update – TBD
- c. Public Information Session – TBD