

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

**BILL #: 8-2026**

**SUBJECT: Hire Laborer**

**FOR AGENDA: 1/12/2026**

**DEPT OF ORIGIN: Village Manager**

**DATE SUBMITTED: 1/8/2026**

Resolution to hire Dan Plower as laborer within the Department of Public Works

MOVED BY: Scollin SECONDED BY: Ryan

**VOTE ON ROLL CALL:**

MAYOR WILLIAMS Yes

TRUSTEE BRUNETTE Yes

TRUSTEE RYAN Yes

TRUSTEE SCOLLIN Yes

TRUSTEE WHITE Yes

**RESOLUTION TO AUTHORIZE THE VILLAGE MANAGER TO HIRE DAN  
PLOWE AS A LABORER WITHIN DPW**

WHEREAS, the Village is committed to maintaining a full staff and,

WHEREAS, the Village of Saranac Lake is authorized to work through Franklin County Civil Service, and,

WHEREAS, the application of Dan Plowe has been approved by Franklin County Personnel and,

WHEREAS, this position is a member of the teamsters union and will begin with all the benefits of a starting union member.

THEREFORE, BE IT RESOLVED, the Village of Board of Trustees authorizes the Village Manager to hire Dan Plowe as Laborer within the Department of Public Works.

January 12, 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  
DECEMBER UPDATE

Village of Saranac Lake Board Members,

Please find the project monthly update for December 2025. We continue to make progress on the various aspects of the project including design and complex engineering of the existing building and addition, the site design, 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 December;

1. The Building Committee and User Groups met on the following dates:
  - a. December 12<sup>th</sup> – Mechanical Systems Overview & Building Exterior Update
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. It is expected a Pre-Application Request will be submitted in with the final Schematic Design site plan.
  - 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. The additional information requested regarding the exterior will be submitted in with the final Schematic Design elevations, renderings, and floorplans.
3. CONCEPTUAL FLOOR PLANS: The design team continues to refine the floor plan layout to confirm circulation within the facility and coordinate the site plan design. During the month of December, we completed additional in-depth code reviews of the floor plan to confirm



accessibility to the various programmed spaces and the changes in elevations, as well as the impacts of the newly issued Building and Energy Code.

4. EXISTING STRUCTURAL ASSESSMENT: We engaged a Third-Party code consultant to provide an interpretation of the level of structural upgrade. Based on the interpretation of the Third-Party code consultant and in consultation with the AHJ, our team revised its approach and will be completing the design for the building to meet all requirements based on Risk Category IV.
5. GEOTECHNICAL: Colliers completed their initial field work. Colliers experienced significant delays in obtaining equipment to complete the final testing, as well as completing well monitoring. The draft report was submitted on December 9<sup>th</sup>. Wendel met with Colliers on December 12<sup>th</sup> to discuss the results of the report. It was discovered that the groundwater table is extremely high. As a result, our team is working through the technical approach for the waterproofing of the Crawl Space and coordination of mechanical systems. Colliers have additional revisions to make to the report based on our meeting on the 12<sup>th</sup>. The final report is anticipated to be submitted January 13<sup>th</sup>. As previously mentioned, this report is required to finalize the structural design parameters.
6. GRANT FUNDING SUPPORT: Wendel met with the Village on December 19<sup>th</sup> to discuss future grant opportunities, including the Local Efficiency Grant. Our team will continue to support the Village in grant submission needs.
7. SEQR: The SEQR process will begin as soon as the Schematic Design Package is finalized. It is anticipated that the SEQR process will begin in January 2026. The design team met with the Village to map out the process, meeting requirements, and a schedule.
8. UPCOMING MEETINGS:
  - *Schematic Design Report Presentation - TBD*

In conclusion, we continue to make progress on the plans and progress extensive 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 appreciate the time and hard work of the Building Committee over the past couple of months. Our team is taking the feedback from the Building Committee and prioritizing the completion of the Schematic Design Report and the cost estimate during the month of January.

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 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**