



September 20, 2016

**CITY OF SARATOGA SPRINGS**  
City Council Meeting  
City Council Room  
7:00 PM

**6:55 PM – P.H. – Time Limit Parking**

**7:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO FLAG**

**PUBLIC COMMENT PERIOD / 15 MINUTES**

**PRESENTATIONS**

1. 2015 Audited Financial Statements
2. East Side Storm Water Drainage Project

**EXECUTIVE SESSION**

Discuss acquisition, sale or lease of real property and/or issuance of securities.

**CONSENT AGENDA**

1. Approval of 9/6/16 City Council Meeting Minutes
2. Approval of 9/6/16 Pre-Agenda Meeting Minutes
3. Approve Budget Amendments (Increases)
4. Approve Budget Transfers – Regular
5. Approve Payroll: 09/09/16 \$522,947.55
6. Approve Payroll: 09/16/16 \$497,562.83
7. Approve Warrant: 2016 Mid – 16MWSEP1: \$3,284,071.42
8. Approve Warrant: 2016 REG – 16SEP2: \$338,271.69

**MAYOR'S DEPARTMENT**

1. Discussion and Vote: Accept Donation of Program Printing for 9/11 Remembrance Ceremony
2. Discussion and Vote: Amend Previous Council Designation of Sr. Stenographer to Secretary to the Charter Review Commission
3. Discussion and Vote: Approve to Pay Honeywell Law Firm, PLLC Invoice – Labor Negotiations
4. Announcement: Grants to You Grant Writing Workshop on September 30 & October 1, 2016
5. Announcement: Open Space Community Forum on September 28<sup>th</sup> at 6:30 p.m. at The Arts Center
6. Announcement: Unified Development Ordinance Public Meeting September 27, 2016 at 6:30 p.m. at the Music Hall

**ACCOUNTS DEPARTMENT**

1. Nothing at this time.

**FINANCE DEPARTMENT**

1. Set Public Hearing: 2017 Comprehensive Budget
2. Discussion and Vote: Resolution for the Use of the Tax Stabilization Reserve
3. Announcement: Application for Intelligent Community Forum – 2017 Intelligent Community of the Year
4. Discussion and Vote: Accept Donations for the Downtown Special Assessment District for “Drop Boxes”
5. Discussion and Vote: Budget Transfers – Payroll
6. Discussion and Vote: Budget Transfers – Benefits
7. Discussion and Vote: Budget Transfers – Water Fund Contingency
8. Discussion and Vote: Budget Amendments – Assignment for Refund of Prior Year Taxes
9. Discussion and Vote: Budget Amendments – Assignment for IT Initiatives (14XB)
10. Discussion: City Buildings Repairs and Upgrades – Finance Office Renovation

**PUBLIC WORKS DEPARTMENT**

1. Announcement: Update Woodlawn Avenue Water Main Upgrade
2. Announcement: Update Gideon Putnam Cemetery Fence

**PUBLIC SAFETY DEPARTMENT**

1. Discussion and Vote: DPS Personnel Matter
2. Discussion: Proposed North Broadway Bike Lanes

**SUPERVISORS**

Matthew Veitch

1. Nothing at this time.

Peter Martin

1. Nothing at this time.

**ADJOURN**



September 20, 2016

**CITY OF SARATOGA SPRINGS**  
**City Council Meeting**  
**City Council Room**  
**7:00 PM**

**PRESENT:** Joanne Yepsen, Mayor  
Michele Madigan, Commissioner of Finance  
John Franck, Commissioner of Accounts  
Anthony Scirocco, Commissioner of DPW  
Christian Mathiesen, Commissioner of DPS

**STAFF PRESENT:** Meg Kelly, Deputy Mayor  
Lynn Bachner, Deputy Commissioner, Finance  
Maire Masterson, Deputy Commissioner, Accounts  
Tim Cogan, Deputy Commissioner, DPW  
Eileen Finneran, Deputy Commissioner, DPS

Vincent DeLeonardis

Matthew Veitch, Supervisor  
Peter Martin, Supervisor

**RECORDING OF PROCEEDING**

The proceedings of this meeting were taped for the benefit of the secretary. Because the minutes are not a verbatim record of the proceedings, the minutes are not a word-for-word transcript.

**PUBLIC HEARING**

Time Limit Parking

Mayor Yepsen opened the public hearing at 6:55 p.m.

Commissioner Mathiesen stated this is to amend the City Code to allow 3 hour parking on the north side of Church Street from Woodlawn Avenue to Clinton Street. It is currently 2 hour parking.

Michael Heck own Saratoga Dance on Church Street. He would like to add that the City be more consistent with the 3 hour parking. They are just beyond the Maybee Building and it is 2 hour parking in front of this building. He asked they consider 3 hour parking for that whole area.

Darlene McGraw of Saratoga Springs also suggested the parking be consistent at 3 hours for parking.

Mayor Yepsen concluded the public hearing at 7:00 p.m. and kept it open.

## **CALL TO ORDER**

Mayor Yepsen called the meeting to order at 7:00 p.m.

## **PUBLIC COMMENT**

**Mayor Yepsen reminded the public and Council that rules have been adopted regarding the public comment period. She reviewed these rules for all.**

Mayor Yepsen opened the public comment period at 7:01 p.m.

Sophia Andrew of Saratoga Springs told the Council why she is in favor of the trail. She and her family go to the spring to get water and they will bike there. Biking does not cause pollution and is good exercise for all.

Douglas Myer of Saratoga Springs stated he is here to speak on the Greenbelt Trail. He thanked the Council for including this in the proposed capital budget. This trail goes through the heart of our City. It is important to our economy, public health, and our environment.

Margaret Pro of Saratoga Springs read a letter from Scott. Scott and his family are active and love to take walks and go on bike rides. They are excited about the Geyer Road bike trail. Geyer Road's narrow shoulders, abruptly ending sidewalks, and bike inaccessibility currently deter them from going to Geyer Park and SPA State Park. He thanked the Council for getting the project to this point.

Rob Wright, member of Complete Streets and business consultant, thanked the Council for having the Greenbelt Trail moving forward. This will create the lifestyle improvements they want.

Mr. Howard of Saratoga Springs stated he is here to support the Greenbelt Trail. There are no continuous sidewalks or trail that connects Geyser Crest to the rest of the City. The trail will also promote healthy lifestyles. A City with a walking and biking trail increases property values. Residents of Geyser Crest are part of the Saratoga Springs community and should be included as such.

John Kirwin of Lincoln Avenue thanked the Council for including the Greenbelt Trail in the Capital Budget and Program. If the City is made more bike friendly, there would be more than enough parking.

Mark Mincer of Geyser Road is here to speak in favor of the Geyser Road Trail. He doesn't see any down side to this project.

Molly Gagne of Vichy Drive stated they await the groundbreaking of the Geyser Road Trail.

Michael Allen of Saratoga Springs stated he and his wife chose the house they did because of the announcement of the Greenbelt Trail.

Tom Law of Saratoga Springs thanked the Council for including the resources, when the grant funding is received, for the Geyser Road Trail.

Darlene McGraw of Saratoga Springs thanked the Mayor's Office for allowing Meg Kelley to attend the Saratoga Stroll for Epilepsy. She has gotten in touch with US Department of Justice, US Department of Transportation and the Federal Highway of Administration to tell them about the inaccessibility of our sidewalks.

Mayor Yepsen closed the public comment period at 7:22 p.m.

Commissioner Mathiesen stated he too is happy to see the Geyser Road Trail in the capital budget. People with good pedestrian and bicycle access have higher property values.

Mayor Yepsen stated the Greenbelt Trail connects all the trails throughout the City; a total of 23 miles.

Brad Birge of the Planning Department stated they have been working on the Greenbelt Trail for a very long time. The project has been made up of several pieces including Safe Routes to School, new pedestrian signal at the intersection of Rt. 50 and Geyser Road, and expanded left turn lane at Rt. 50 and Geyser Road. They are coming down to the final design stages and hope to break ground in the spring 2017.

## **PRESENTATIONS**

### 2015 Audited Financial Statements

Brendan Kennedy and Will Reynolds from Sax/BST were present to present the 2015 Audited Financial Statements. Field work was completed in May, went through the completion process in June and July, and issued their report in August. There are no instances of control deficiencies identified that would have a material effect; no instances of noncompliance identified; and no uncorrected differences. An unmodified opinion, on the basic financial statements and single audit reports, have been issued by BST.

Brendan provided financial analysis of where the City's revenue sources come from and where they go. The fund balance is strong but there are still a lot of long term liabilities that are out there. The water and sewer funds continue to trend positively.

The City Center looks to be a very strong and sturdy fund for the City.

Commissioner Madigan thanked Sax/BST for their time and presentation.

### East Side Storm Water Drainage Project

Commissioner Scirocco and Tim Wales, city engineer, introduce Matt Smullen and David Johnson of Clark Patterson Lee.

They found a bunch of problems that contribute to the issues such as piecemeal construction in that area; unconnected infrastructure; and a high water table. The primary area of problems is on Doten Avenue, Joshua, East Broadway, Jefferson, and Taylor area. They are proposing a system of network perforated pipe to fix this issue. In addition, they will need to make sure there are catchbasins and curbs throughout those neighborhoods. They also can work with green infrastructure which mimics the natural environment. This will also provide streetscape enhancement.

Tim Wales explained the next steps include design phase fall of 2016, bid project in winter 2016 – 2017, and construction spring and summer 2017. They will then monitor it and evaluate it to see what is or is not working. Additional phases will be dependent upon funding.

Commissioner Madigan asked if this is the only part of the City that this happens.

Tim Wales stated drainage improvements can be applied anywhere. This is a flagship project.

### City Buildings Repairs and Upgrades – Finance Office Renovations

Commissioner Madigan advised this is item #10 of her agenda. Most of the cost is for the front office of the Finance Office. It has not been renovated in almost 30 years, requires asbestos abatement, and lacks safety features. Every other area has had an upgrade. This is about taking care of City owned buildings. This is not a frivolous project as portrayed. The Finance Office currently shares a bathroom with the public; most of their furniture is old, mismatched, and was pulled from the trash. The floors are rotted. They are beyond fixing this with just a coat of paint.

Commissioner Madigan stated she will be holding tours of this space and others at 2 p.m. each Tuesday starting October 4<sup>th</sup>.

Commissioner Mathiesen stated his department went through this recently. Their goal was to keep the Police Department and administrative staff within City Hall. They worked with an architect to accomplish this. Periodically spaces need to be updated.

Commissioner Franck stated a lot of the things the Commissioner is looking at are from the 1970's and 1980's. His office is in the process of working on installing additional security.

### **EXECUTIVE SESSION**

**Mayor Yepsen moved and Commissioner Madigan seconded to adjourn to executive session to discuss the acquisition, sale, or lease of real property or issuance of securities matter at 8:24 p.m.**

**Ayes – All**

The Council returned at 8:59 p.m.

Mayor Yepsen advised they met on the acquisition, sale, or lease of real property or issuance of securities matter.

### **CONSENT AGENDA**

**Mayor Yepsen moved and Commissioner Mathiesen seconded to accept the consent agenda as follows:**

1. Approval of 9/6/16 City Council Meeting Minutes
2. Approval of 9/6/16 Pre-Agenda Meeting Minutes
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**Ayes – All**

### **MAYOR'S DEPARTMENT**

Discussion and Vote: Accept Donation of Program Printing for 9/11 Remembrance Ceremony (16-344)

Mayor Yepsen advised Advantage Press donated the printing of the 9/11 Remembrance Ceremony program at the cost of \$250 which they are donating.

**Mayor Yepsen moved and Commissioner Franck seconded to accept the donation of program printing for the 9/11 Remembrance Ceremony.**

**Ayes – All**

Discussion and Vote: Amend Previous Council Designation of Sr. Stenographer to Secretary to the Charter Review Commission (16-345)

Tony Izzo explained there are issues concerning the creation of this position by the Council. The Civil Service Commissioner is concerned that a person may be working out of title. The way to correct this is to amend the previous designation of senior stenographer to the designation of secretary to the Charter Review Commission; which is an existing title. This position can only remain open until Election Day 2017.

**Mayor Yepsen moved and Commissioner Mathiesen seconded to amend previous Council designation of senior stenographer to secretary of the Charter Review Commission.**

**Ayes - All**

Discussion and Vote: Approve to Pay Honeywell Law Firm, PLLC Invoice – Labor Negotiations (16 -346)

Mayor Yepsen stated this invoice is due to labor negotiations with the firefighters.

**Mayor Yepsen moved and Commissioner Mathiesen seconded to approve to pay Honeywell Law Firm, PLLC invoice for labor negotiations.**

**Ayes - All**

Announcement: Grants to You Grant Writing Workshop on September 30 & October 1, 2016

Mayor Yepsen announced the next Grants to You grant writing workshop will be held on September 30<sup>th</sup> and October 1, 2016 at the City Center.

Announcement: Open Space Community Forum on September 28<sup>th</sup> at 6:30 p.m. at The Arts Center

Tina Carton advised the Open Space Advisory Committee is going to be hosting a Community forum. They are looking to engage the community and business owners in discussion regarding municipal policies for the acquisition of open space, updates to the 2002 Open Space Plan, and trail acquisition and management. The forum will be held September 28<sup>th</sup> at 6:30 p.m. at the Arts Center.

Announcement: Unified Development Ordinance Public Meeting September 27, 2016 at 6:30 p.m. at the Music Hall

Tina Carton announced the Unified Development Ordinance public meeting will be held September 27, 2016 at 6:30 p.m. in the Music Hall.

## **ACCOUNTS DEPARTMENT**

Commissioner Franck advised he has nothing for his agenda.

## **FINANCE DEPARTMENT**

Set Public Hearing: 2017 Comprehensive Budget

Commissioner Madigan set a public hearing for Tuesday, October 18, 2016 at 6:45 p.m.

Discussion and Vote: Resolution for the Use of the Tax Stabilization Reserve (16-347)

Commissioner Madigan advised \$1 million dollars was put in 2011 from VLT money received mid-year and an additional \$500,000 was put in 2012 from 2011 excess fund balance. These funds can only be used for specific circumstances which Commissioner Madigan advised. She is projecting an increase of more than 2.5% of the current tax levy will be needed to balance the 2017 budget. Most of this is due to settlement of the contracts and an 8% increase in health care. There are no new revenue sources for 2017; mortgage tax, sales tax, and state aid are flat. Property tax levy is capped this year at 0.68%. The City is holding tax payer funds in a reserve that can be used for this exact situation. This is a good situation to use some of the reserves. City attorney, Vince DeLeonardis has confirmed this is an allowable use for this fund.

Vince DeLeonardis advised this is subject to Article 2, section 6e of the general municipal law and requires a super majority vote.

**Commissioner Madigan moved and Commissioner Mathiesen seconded to approve the resolution for the use of the tax stabilization reserve as distributed with the agenda.**

**Roll Call:**

**Commissioner Franck – Aye  
Commissioner Madigan – Aye  
Commissioner Scirocco – Aye  
Commissioner Mathiesen – Aye  
Mayor Yepsen – Ayes**

Announcement: Application for Intelligent Community Forum – 2017 Intelligent Community of the Year

Commissioner Madigan announced the Smart City Commission met monthly for the past 6 months. They developed the Smart City Road Map. This will be presented at the October 18<sup>th</sup> City Council meeting. She announced the submission of the City's application for the Intelligent Community of the Year award.

Discussion and Vote: Accept Donations for the Downtown Special Assessment District for “Drop Boxes” (16-348)

Commissioner Madigan advised Rod & Amy Sutton – Sutton & Tarantino Insurance has made a donation of \$1,000 to the Special Assessment District.

**Commissioner Madigan moved and Commissioner Mathiesen seconded to accept the donation to the Special Assessment District from Ron and Amy Sutton - Sutton & Tarantino Insurance Agency in the amount of \$1,000 for the purpose of building drop boxes.**

**Ayes - All**

Discussion and Vote: Budget Transfers – Payroll (16-349)

**Commissioner Madigan moved and Commissioner Franck seconded to approve the 2016 budget transfers – payroll which were distributed with the agenda.**

**Ayes – All**

Discussion and Vote: Budget Transfers – Benefits (16-350)

**Commissioner Madigan moved and Commissioner Franck seconded to approve the 2016 budget transfers – benefits which were distributed with the agenda.**

**Ayes – All**

Discussion and Vote: Budget Transfers – Water Fund Contingency (16-351)

**Commissioner Madigan moved and Commissioner Franck seconded to approve the 2016 budget transfers – water fund contingency that were made available with the agenda material. The current budget amount in the water fund contingency line is \$10,000 and there will remain \$8,527.52 after this transfer.**

**Ayes – All**

Discussion and Vote: Budget Amendments – Assignment for Refund of Prior Year Taxes (16-352)

**Commissioner Madigan moved and Commissioner Franck seconded to approve the 2016 budget amendment – assignment for refund of prior year taxes which were distributed with the agenda. There will remain in the assignment after this budget amendment \$275,022.93; they are asking to use \$19,568 and \$761 to cover article 7 settlements.**

**Ayes – All**

Discussion and Vote: Budget Amendments – Assignment for IT Initiatives (14XB) (16-353)

**Commissioner Madigan moved and Commissioner Franck seconded to approve the 2016 budget amendment – assignment for IT initiatives (2014 excess fund balance) for hardware and software which were distributed with the agenda. There will remain \$49,967.**

**Ayes - All**

Discussion: City Buildings Repairs and Upgrades – Finance Office Renovation

Commissioner Madigan advised this item was covered previously in the agenda under presentations.

**PUBLIC WORKS DEPARTMENT**

Announcement: Update Woodlawn Avenue Water Main Upgrade

Commissioner Scirocco announced the construction on this project is starting. They will be replacing the 4 inch watermain with a new larger main. Woodlawn Avenue will be closed in sections as this is happening with access for local traffic only. Additional information on this project is available on the City's website.

Announcement: Update Gideon Putnam Cemetery Fence

Commissioner Scirocco announced they were contacted by the Saratoga Springs Preservation Foundation regarding the fence at the Gideon Putnam Cemetery. They were going to hire an outside firm to a private contractor. The DPW workforce completed the project. He thanked the staff who did the work to restore the fence.

**PUBLIC SAFETY DEPARTMENT**

Discussion and Vote: DPS Personnel Matter (16-354)

**Commissioner Mathiesen moved and Commissioner Madigan seconded to authorize a Department of Public Safety employee be put on administrative leave with pay and benefits.**

**Ayes – All**

Discussion: Proposed North Broadway Bike Lanes

Commissioner Mathiesen stated this project will install bike lanes on North Broadway. The street is wide and will be able to support the bike lanes. The Department of Public Safety will be restriping North Broadway after DPW finishes paving and will put bike lanes in at that time.

Commissioner Franck asked if bike lanes will be on one side or both.

Commissioner Mathiesen stated the bike lanes will be on both sides and won't affect the parking lane.

**SUPERVISORS**

Both supervisors are not in attendance as they are attending the NYSAC Conference.

**ADJOURNMENT**

There being no further business, Mayor Yepsen adjourned the meeting at 9:37 p.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved: 10/4/16  
Vote: 5 - 0