



JANUARY 16, 2018

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

6:55 PM – P.H. – Local Law #1 of 2018 –  
Alternate Veterans' Exemption

**7:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO FLAG**

**PUBLIC COMMENT PERIOD / 15 MINUTES**

**CONSENT AGENDA**

1. Approval of 1/1/18 City Council Meeting Minutes
2. Approval of 1/2/18 City Council Meeting Minutes
3. Approval of 1/2/18 Pre-Agenda Meeting Minutes
4. Approval of 12/28/17 City Council Meeting Minutes
5. Approve Use of Insurance Reserve Resolution #16 – 2017
6. Approve Budget Amendments – Regular (Increases)
7. Approve Budget Transfers – Regular
8. Approve Payroll 1/5/18 \$439,038.69
9. Approve Payroll 1/12/18 \$502,421.37
10. Approve Warrant 2017 – 17MWDEC3 \$88,876.20
11. Approve Warrant 2018 – 18MWJAN1 \$685.31
12. Approve Warrant 2017 – 17DEC6 \$273,754.54
13. Approve Warrant 2018 – 18JAN2 \$790,159.08
14. Accept Donation from Advantage Press for Printing of Inauguration Programs \$325
15. Accept Donation from Innovative Plant Design for Inauguration \$70
16. Authorization for Mayor to Sign Agreement with Saratoga County Office for the Aging \$12,016

**MAYOR'S DEPARTMENT**

1. Discussion and Vote: Rules of Conduct for City Council Meeting
2. Discussion and Vote: East and West Side Playground Equipment Donation
3. Discussion and Vote: Approve Position Upgrades & Title Reclassification from Senior Account Clerk to Recreation Account Specialist
4. Discussion and Vote: Approve Position Upgrades – Program Coordinator
5. Discussion and Vote: Saratoga Springs Recreation Department Part-time/Seasonal Personnel/Referee Proposal
6. Announcement: Recreation Programs and Leagues
7. Discussion and Vote: Authorization for the Mayor to Sign Addendum One to the Contract with Goldberger and Kremer
8. Discussion and Vote: Authorization for the Mayor to Sign Addendum Five to the Contract with Miller, Man nix, Schechter & Heffner, LLC

9. Discussion and Vote: Approval to Issue P for Remaining Funds (\$529.42) in A3618094 / 54720 (NYSERDA Polarize Grant)
10. Discussion and Vote: Approval to Pay Field Horne for Archival Services in Office of City Historian
11. Discussion and Vote: Authorization for Mayor to Sign Contract with Saratoga Springs City Center for 2018 State of the City
12. Announcement: 2018 State of the City February 1, 2018 at the City Center

#### **ACCOUNTS DEPARTMENT**

1. Discussion and Vote: Adoption of Local Law #1 of 2018 – Amend Article X of Chapter 212 of the Code of the City of Saratoga Springs, Entitled “Taxation – Alternative Veterans’ Exemption: Cold War Veterans’ Exemption”
2. Appointment: Members to the Board of Assessment Review

#### **FINANCE DEPARTMENT**

1. Discussion and Vote: The Re-Submission of Charter Section 4.1.3 to Correct Publication Error
2. Discussion and Vote: Use of Reserve Resolution – Payment of Bonded Indebtedness
3. Discussion and Vote: Use of Reserve Resolution – Sewer System Reserve
4. Discussion and Vote: Use of Reserve Resolution – Water System Reserve
5. Discussion and Vote: Use of Reserve Resolution – Retirement System Reserve
6. Discussion and Vote: Use of Reserve Resolution – Subdivision Recreation trust: Field Rehabilitation
7. Discussion and Vote: Standard Workday Resolution
8. Discussion and Vote: Budget Amendment – Use of Insurance Reserve #16 – 2017
9. Discussion and Vote: Budget Transfers - Payroll

#### **PUBLIC WORKS DEPARTMENT**

1. Nothing at this time.

#### **PUBLIC SAFETY DEPARTMENT**

1. Nothing at this time.

#### **SUPERVISORS**

Matt Veitch

1. Saratoga County Capital Resource Corporation
2. Saratoga County Agricultural District #2 Additions
3. National Association of Counties Appointment

Tara Gaston

1. New Housing Beds and Services
2. Mental Health and Addiction On-Site Pharmacy
3. Community Health Improvement Plan

#### **ADJOURN**



January 16, 2018

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

**PRESENT:** Meg Kelly, Mayor  
Michele Madigan, Commissioner of Finance  
John Franck, Commissioner of Accounts  
Anthony Scirocco, Commissioner of DPW  
Peter Martin, Commissioner of DPS

**STAFF PRESENT:** Lisa Shields, Deputy Mayor  
Mike Sharp, Deputy Commissioner, Finance  
Maire Masterson, Deputy Commissioner, Accounts  
Joe O'Neill, Deputy Commissioner, DPW  
John Daley, Deputy Commissioner, DPS

Vincent DeLeonardis

Matthew Veitch, Supervisor  
Tara Gaston, 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**

Local Law #1 of 2018 – Alternate Veterans' Exemption

Mayor Kelly opened the public hearing at 6:56 p.m.

Commissioner Franck advised this relates to the removal of the 10 year limitation.

Darlene McGraw of Saratoga Springs stated she is in favor of this change.

Mayor Kelly closed the public hearing at 7:00 p.m.

**CALL TO ORDER**

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

## **PUBLIC COMENT**

**Mayor Kelly said the public comment period is limited to a total of 15 minutes and individuals are limited to two minutes.**

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

Art Holmberg of Sustainable Saratoga stated they are co-sponsoring a community forum with the Saratoga Springs Preservation Foundation to discuss issues with the heights of the downtown buildings. They want to be sure new construction balances with smart growth. The forum will be held on Tuesday, January 30, 2018 at 7 p.m. in the Community Room at the Empire State College.

Darlene McGraw of Saratoga Springs stated Jefferson Street and Worth near the recreation center is dangerous. She is concerned a fire truck will not be able to get through that area if necessary.

Mayor Kelly closed the public comment period at 7:06 p.m.

## **CONSENT AGENDA**

**Mayor Kelly moved and Commissioner Madigan seconded to accept the consent agenda as follows:**

1. Approval of 1/1/18 City Council Meeting Minutes
2. Approval of 1/2/18 City Council Meeting Minutes
3. Approval of 1/2/18 Pre-Agenda Meeting Minutes
4. Approval of 12/28/17 City Council Meeting Minutes
5. Approve Use of Insurance Reserve Resolution #16 – 2017
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8. Approve Payroll 1/5/18 \$439,038.69
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13. Approve Warrant 2018 – 18JAN2 \$790,159.08
14. Accept Donation from Advantage Press for Printing of Inauguration Programs \$325
15. Accept Donation from Innovative Plant Design for Inauguration \$70
16. Authorization for Mayor to Sign Agreement with Saratoga County Office for the Aging \$12,016

Mayor Kelly advised there is a typo on #16; it should read Saratoga County not Saratoga Springs.

**Ayes - All**

## **MAYOR'S DEPARTMENT**

Discussion and Vote: Rules of Conduct for City Council Meeting (18-11)

**Mayor Kelly moved and Commissioner Martin seconded to approve the rules of conduct for the City Council meeting as described and previously distributed with the agenda.**

**Ayes - All**

Discussion and Vote: East and West Side Playground Equipment Donation (18-12)

**Mayor Kelly moved and Commissioner Madigan seconded to approve the donation of east and west side playground equipment as described above and previously distributed with the agenda.**

John Harriman of the Recreation Department advised section 5.1 of the east and west side field use and maintenance agreement, all equipment installed on the field is owned by the school district.

**Ayes - All**

Discussion and Vote: Approve Position Upgrades & Title Reclassification from Senior Account Clerk to Recreation Account Specialist (18-13)

**Mayor Kelly moved and Commissioner Madigan seconded to approve the recreation account specialist position and upgrades as described.**

John Harriman advised they are looking to establish the position and then reclassify the positions. There are 2 senior account clerks; the senior account clerk that is a grade 7 step 10 will be reclassified to the recreation account specialist at grade 10 step 7 effective 1/27/18 and the second employee will be a grade 10 step 7 effective 1/28/18.

**Ayes - All**

Discussion and Vote: Approve Position Upgrades – Program Coordinator (18-14)

**Mayor Kelly moved and Commissioner Madigan seconded to approve the program coordinator position upgrades as described and previously distributed with the agenda.**

John Hirliman advised this is an upgrade. The first program coordinator will move from a grade 6 step 4 to grade 10 step 1 effective 1/27/18 and the second program coordinator from grade 6 step 4 to grade 10 step 1 effective 4/28/18.

**Ayes - All**

Discussion and Vote: Saratoga Springs Recreation Department Part-time/Seasonal Personnel/Referee Proposal (18-15)

**Mayor Kelly moved and Commissioner Franck seconded to approve the Recreation Department part-time seasonal referee proposal as described and previously distributed with the agenda.**

John Hirliman advised this is an annual request. They are proposing the part-time seasonal personnel/referee proposal. All rates and projections are within the budget.

**Ayes - All**

Announcement: Recreation Programs and Leagues

John Hirliman advised the soccer league and spring program registration will start January 19<sup>th</sup>. Camp registration begins February 6<sup>th</sup> for City residents. All information on programs can be found on line.

Discussion and Vote: Authorization for the Mayor to Sign Addendum One to the Contract with Goldberger and Kremer (18-16)

Mayor Kelly stated the current contract is effective until March 6, 2018. They are requesting to increase the cap from \$15,000 to \$25,000.

**Mayor Kelly moved and Commissioner Martin seconded authorize the mayor to sign addendum 1 to the contract with Goldberger and Kremer as described and previously distributed with the agenda.**

**Ayes - All**

Discussion and Vote: Authorization for the Mayor to Sign Addendum Five to the Contract with Miller, Mannix, Schachner & Hafner, LLC (18-17)

Mayor Kelly advised this extends the contract while they complete the RFP process. The original end date of December 31, 2017 will be extended to March 31, 2018. The total amount is being increased up to \$70,000 total.

**Mayor Kelly moved and Commissioner Frank seconded to authorize the mayor to sign addendum 5 to the contract with Miller, Mannix, Schachner & Hafner, LLC as described and previously distributed with the agenda.**

Vince DeLeonardis, city attorney advised this is to allow the firm to continue working while they complete the RFP process.

**Ayes - All**

Discussion and Vote: Approval to Issue P for Remaining Funds (\$529.42) in A3618094 / 54720 (NYSERDA Solarize Grant) (18-18)

Mayor Kelly advised this request is to encumber the available 2017 funds from the grant in the amount of \$529.42 to be used in 2018.

**Mayor Kelly moved and Commissioner Madigan seconded to approve the PO for the remaining funds of the NYSERDA Solarize Grant as described and previously distributed with the agenda.**

**Ayes - All**

Discussion and Vote: Approval to Pay Field Horne for Archival Services in Office of City Historian (18-19)

Mayor Kelly advised archival services were performed by Field Horne in the Office of the City Historian.

**Mayor Kelly moved and Commissioner Madigan seconded to approve the payment for Field Horne for the archival services to the Office of the City Historian as described and as previously distributed with the agenda.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Contract with Saratoga Springs City Center for 2018 State of the City (18-20)

Mayor Kelly advised this is for the 2018 State of the City. She thanked the City Center for waiving the fee associated.

**Mayor Kelly moved and Commissioner Scirocco seconded to authorize the mayor to sign agreement with the Saratoga Springs City Center for the 2018 State of the City as described and previously distributed with the agenda.**

**Ayes - All**

Announcement: 2018 State of the City February 1, 2018 at the City Center

Mayor Kelly announced the State of the City will be held on February 1, 2018 at 6 p.m. at the City Center.

## ACCOUNTS DEPARTMENT

Discussion and Vote: Adoption of Local Law #1 of 2018 – Amend Article X of Chapter 212 of the Code of the City of Saratoga Springs, Entitled “Taxation – Alternative Veterans’ Exemption: Cold War Veterans’ Exemption” (18-21)

Commissioner Franck advised New York State has removed the 10 year limitation from the New York State Real Property Tax Law §458-b for the Cold War exemption. This amendment is to reflect the removal of the 10 year limitation from the Code of the City of Saratoga Springs.

**Commissioner Franck moved and Commissioner Madigan seconded to adopt Local Law # 1 of 2018, Article X of Chapter 212 of the Code of the City of Saratoga Springs, entitled “Taxation Alternate Veterans Exemption: Cold War Veterans’ Exemption” as distributed with the agenda.**

**Ayes - All**

Appointment: Members to the Board of Assessment Review

Commissioner Franck appointed Sheila Sperling to a 5 year term effective immediately. Her appointment will end September 2023. He also re-appointed Camille Daniels to the Board of Assessment Review - this will be Camille’s 3rd term. Her appointment is effective immediately and will end September 2023.

## FINANCE DEPARTMENT

Discussion and Vote: The Re-Submission of Charter Section 4.1.3 to Correct Publication Error (18-22)

Commissioner Madigan advised there was a typo made by the State in section 4.1.3 of the Charter that changes the intent of the law. The Finance Department has been enforcing the law as it was voted upon. To the best of their research, at no point was section 4.1.3 of the Charter amended prior to 2004 or subsequent to the Charter’s implementation. The City Attorney’s Office advised a correction to the Charter does not require a public hearing, only a vote by the Council.

**Commissioner Madigan moved and Commissioner Franck seconded to direct the clerk of the City Council to submit the original version of the Charter section 4.1.3 as originally enacted by the City Council to General Codes together with a request to correct the printed text of Local Law #10 of 2001 accordingly.**

**Ayes - All**

Discussion and Vote: Use of Reserve Resolution – Payment of Bonded Indebtedness (18-23)

**Commissioner Madigan moved and Commissioner Martin seconded to approve the use of reserve resolution – payment of bonded indebtedness for \$100,000 as previously circulated with the agenda.**

The resolution is as follows:

### RESOLUTION

(For Expenditure of Reserve Fund for the Payment of Bonded Indebtedness)

WHEREAS, the City Council of the City of Saratoga Springs established the Reserve Fund for the Payment of Bonded Indebtedness on October 15, 2013 to accumulate moneys to finance the payment of bonded indebtedness as described in New York State General Municipal Law § 6-h; and

WHEREAS, on November 28, 2017, the City Council approved the 2018 Budget, which includes a Debt Service Fund Budget which reflects expenditures for principal and interest payments on various bonds for capital projects, and the revenues that support these expenditures. The 2018 Debt Service Fund Budget includes \$100,000 from the Reserve Fund for the Payment of Bonded Indebtedness; and

WHEREAS, these expenditure for principal and interest payments on various bonds for capital projects are in accordance with the purposes of the Reserve Fund for the Payment of Bonded Indebtedness;  
NOW, THEREFORE, BE IT RESOLVED, that the above-described specific expenditure up to the amount of \$100,000, is hereby approved as authorized as in accordance with the Reserve Fund for the Payment of Bonded Indebtedness.

**Ayes - All**

Discussion and Vote: Use of Reserve Resolution – Sewer System Reserve (18-24)

**Commissioner Madigan moved and Commissioner Scirocco seconded to approve the use of the reserve resolution – sewer system reserve for \$202,632.13 as uploaded with the agenda.**

The resolution is as follows:

RESOLUTION  
(For Expenditure of Sewer System Reserve Fund)

WHEREAS, the City Council of the City of Saratoga Springs established the Sewer System Reserve Fund on September 2, 2014 for the purpose of accumulating moneys to finance a type of capital improvement, specifically, improvements to the City sewer system;  
and  
WHEREAS, a \$202,632.13 expenditure is required to finance capital improvements to the City's sewer system as provided for in the 2018 Sewer Fund Budget adopted on November 28, 2017, and is in accordance with the purposes of the Sewer System Reserve Fund. The expenditures are for the payment of principal and interest on bonds relative to City sewer system improvements;  
NOW, THEREFORE, BE IT RESOLVED, that the above-described expenditure of \$202,632.13 to finance capital improvements to the City sewer system is hereby approved as authorized as in accordance with the Sewer System Reserve Fund.

**Ayes - All**

Discussion and Vote: Use of Reserve Resolution – Water System Reserve (18-25)

**Commissioner Madigan moved and Commissioner Scirocco seconded to approve the use of reserve resolution – water system reserve for \$590,923.51 as uploaded with the agenda.**

The resolution is as follows:

RESOLUTION  
(For Expenditure of Water System Reserve Funds)

WHEREAS, the City Council of the City of Saratoga Springs established the Water System Reserve Fund on June 5, 2012 for the purpose of accumulating moneys to finance a type of capital improvement, specifically, improvements to the City water system, and  
WHEREAS, a \$590,923.51 expenditure is required to finance capital improvements to the City's Water System as provided for in the 2018 Water Fund Budget adopted on November 28, 2017 and is in accordance with the purposes of the Water System Reserve Fund. The expenditures are for the payment of principal and interest on seventeen bonds relative to City water improvements;  
NOW, THEREFORE, BE IT RESOLVED, that the above-described expenditure of \$590,923.51 to finance capital improvements to the City water system is hereby approved as authorized as in accordance with the Water System Reserve Fund.

**Ayes - All**

Discussion and Vote: Use of Reserve Resolution – Retirement System Reserve (18-26)

**Commissioner Madigan moved and Commissioner Martin seconded to approve the use of reserve resolution – retirement system reserve for \$250,000 as uploaded with the agenda.**

The resolution is as follows:

RESOLUTION  
(For Expenditure of Retirement System Reserve)

WHEREAS, the City Council of the City of Saratoga Springs established the Retirement System Reserve on May 18, 2005 to accumulate moneys to finance all or part of the cost of the City's retirement obligation as described in New York State General Municipal Law § 6-r; and  
WHEREAS, on November 28, 2017 the City Council approved the 2018 Budget, which includes a General Operating Fund Budget which reflects expenditures for payments into the New York State and Local Employees' Retirement System and the New York State and Local Police and Fire Retirement System as required by state law, and the revenues that support these expenditures. The 2018 General Operating Fund Budget includes \$250,000 from the Retirement System Reserve; and



WHEREAS, these expenditures to the New York State and Local Retirement System and the New York State and Local Police and Fire Retirement System are in accordance with the purposes of the Retirement System Reserve;  
NOW, THEREFORE, BE IT RESOLVED, that the above-described specific expenditure up to the amount of \$250,000, is hereby approved as authorized as in accordance with the Retirement System Reserve.

**Ayes - All**

Discussion and Vote: Use of Reserve Resolution – Subdivision Recreation trust: Field Rehabilitation (18-27)

**Commissioner Madigan moved and Commissioner Scirocco seconded to approve the use of reserve resolution – subdivision recreation fund for \$30,000 as uploaded with the agenda.**

The resolution is as follows:

RESOLUTION

(For Expenditure of the Subdivision Recreation Fund for the Improvement of Neighborhood Park, Playground or Recreation Property aka Recreation Trust)

WHEREAS, the City of Saratoga Springs has established a subdivision recreation fund as part of its Subdivision Regulations and as part of its Zoning Ordinance (Section 7.2.18). The purpose of the subdivision recreation fund is to use site plan fees paid in lieu of usable recreation land for “neighborhood park, playground or recreation purposes, including the acquisition and improvement of property”; and

WHEREAS, on November 28, 2017 the City Council approved the 2018 Budget, which includes a Capital Fund Budget reflecting expenditures for a project entitled “Field Rehabilitation”, as well as the revenues that support these expenditures. The 2018 Capital Fund Budget includes \$30,000 for Field Rehabilitation; and

WHEREAS, expenditures under this resolution for Field Rehabilitation include repair and reconstruction at Veteran Memorial Park Softball fields such as cutting back the infield, leveling dirt, and purchasing infield mix, among other things. These expenditures are in accordance with the purposes of the Subdivision Recreation Fund;

NOW, THEREFORE, BE IT RESOLVED, that the above-described expenditures totaling \$30,000 are hereby approved in accordance with the Subdivision Recreation Fund (aka Recreation Trust).

**Ayes - All**

Discussion and Vote: Standard Workday Resolution (18-28)

Commissioner Madigan advised this is to establish the standard workday for Michael Sharp. This is necessary to ensure Mike’s retirement is calculated properly.

**Commissioner Madigan moved and Commissioner Franck seconded to approve the standard workday resolution for Michael Sharp as circulated with the agenda.**

**Ayes - All**

Discussion and Vote: Budget Amendment – Use of Insurance Reserve #16 – 2017 (18-29)

Commissioner Madigan advised this invoice needs to be paid from the 2017 budget so the City does not under report expenses. The funds for this bill will come from the insurance reserve.

**Commissioner Madigan moved and Commissioner Scirocco seconded to approve the budget amendment - use of insurance reserve #16 – 2017 as previously circulated with the agenda.**

**Ayes - All**

Discussion and Vote: Budget Transfers – Payroll (18-30)

**Commissioner Madigan moved and Commissioner Franck seconded to approve budget transfers – payroll as previously submitted with the agenda.**

**Ayes - All**

## **PUBLIC WORKS DEPARTMENT**

**Commissioner Scirocco moved and Commissioner Franck seconded to add 3 announcements to his agenda: Task Order for Designated Engineer Barton & Loguidice Water Treatment Plant Orthophosphate Chemical Feed System Design; New DPW Dispatch Hours; and Weekend Utilities Department Activities. (18-31)**

### **Ayes – All**

Announcement: Task Order for Designated Engineer Barton & Loguidice Water Treatment Plant Orthophosphate Chemical Feed System Design

Commissioner Scirocco stated last year there were 7 water samples that showed lead levels higher than allowed. Barton & Loguidice assisted in the investigation of the cause which turned out to be lead soldering in pipes in the older homes combined with low or seasonal usage in these homes. November sampling was back in compliance and under the DOH requirements.

Announcement: New DPW Dispatch Hours

Commissioner Scirocco advised the new dispatch hours are Monday – Friday from 7 am – 11 pm.

Announcement: Weekend Utilities Department Activities

Joe O'Neill, deputy commissioner advised the Council of water main breaks that occurred over the holiday weekend. There was one on Rt. 9 south and one in the Spa State Park. The water break in the Spa State Park flooded the Gideon Putnam's basement causing gas and electric to be turned off and guests to be evacuated. The Water Department was able to repair both breaks.

## **PUBLIC SAFETY DEPARTMENT**

**Commissioner Martin moved and Commissioner Madigan seconded to add an update to his agenda regarding the fire on Adelphi Street. (18-32)**

### **Ayes - All**

Update: Fire on Adelphi Street

Commissioner Martin advised there were no injuries due to the fires but there was damage to the property. The preliminary review indicates the cause was a short in the heat tape being used to keep pipes from freezing.

## **SUPERVISORS**

### **Matt Veitch**

Saratoga County Capital Resource Corporation

Supervisor Veitch reported they met to enable low interest financing for Skidmore College's new science building. They asked for \$35 million up to a \$42 million cap of a \$65 million project. They are providing the financing for up to half. This was all approved by the Board of Supervisors.

Saratoga County Agricultural District #2 Additions

Supervisor Veitch reported they have 2 applications for the Saratoga County Agricultural District #2. The parcels being proposed is the Pitney Meadows Community Farm and a 35 acre parcel on Ruggles Road. There will be a public hearing at the County on February 14 at 4:28 p.m.

National Association of Counties Appointment

Supervisor Veitch reported he was appointed to the National Association of Counties Community Economic and Workforce Steering Committee.

**Tara Gaston**

New Housing Beds and Services

Supervisor Gaston reported the County has approved funding for 6 new beds and services for individuals who have been released from mental health or addiction counseling.

Mental Health and Addiction On-Site Pharmacy

Supervisor Gaston reported they are starting a lease to house a pharmacy at the County Mental Health building.

Community Health Improvement Plan

Supervisor Gaston reported the County has continued their Community Health Improvement Plan. Information is on the web.

**ADJOURNMENT**

There being no further business, Mayor Kelly adjourned the meeting at 7:50 p.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved: 2/6/18  
Vote: 5 - 0