



March 18, 2019

**CITY OF SARATOGA SPRINGS**  
**City Council Pre-Agenda Meeting**  
**Recreation Center**  
**15 Vanderbilt Avenue**  
**9:30 AM**

**PRESENT:** Meg Kelly, Mayor  
Michele Madigan, Commissioner of Finance (arrived @ 9:34 a.m.)  
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 (arrived @ 9:34 a.m.)  
Maire Masterson, Deputy Commissioner, Accounts  
  
Vince DeLeonardis, City Attorney

**EXCUSED:** Joe O'Neill, Deputy Commissioner, DPW  
John Daley, Deputy Commissioner, DPS  
  
Matthew Veitch, Supervisor  
Tara Gaston, Supervisor

**CALL TO ORDER**

Mayor Kelley called the meeting to order at 9:30 a.m.

**PUBLIC HEARING**

1. Alternate Side Parking on Persimmon Place – Commissioner Martin advised this is for alternate side of the street parking. Persimmon Place is not yet an accepted City street.
2. Amend 2018 CDBG Entitlement Action Plan – Mayor Kelly advised this is the third public hearing. This will be closed tonight and a vote will be taken.
3. Amend Chapter 225 of the City Code – Time Limit Parking – Commissioner Martin advised they are changing the times in the lots and garages in the downtown area.

**PRESENTATION**

1. City Center 2018 Annual Report – no comments.

**CONSENT AGENDA**

1. Approval of 3/12/19 Special City Council Meeting Minutes
2. Approval of 3/4/19 Pre-Agenda Meeting Minutes
3. Approval of 3/5/19 City Council Meeting Minutes
4. Approve Budget Amendments – Regular (Increases)
5. Approve Budget Transfers - Regular
6. Approve Payroll 03/08/19 \$661,266.59
7. Approve Payroll 03/15/19 \$485,723.39
8. Approve Warrant - 2019 19MWMAR1 \$4,730,798.16

9. Approve Warrant – 2019 19MAR2 \$593,880.98

No comments.

## **MAYOR'S DEPARTMENT**

Announcement: 2019 Community Development Citizen Advisory Committee Recommendations

No comments.

Announcement: Open Public Comment Period for 2019 Community Block Grant Funding Recommendations

No comments.

Set Public Hearing: 2019 Community Development Block Grant Funding Recommendations

No comments.

Discussion and Vote: Substantial Amendment to 2018 CDBG Entitlement Action Plan

No comments.

Discussion and Vote: Appointment City Center Board

No comments.

Appointment: Saratoga Springs Housing Authority

No comments.

Discussion and Vote: 2019 Saratoga Springs Housing Authority Salaries

No comments.

Discussion and Vote: Authorization for the Mayor to Sign the Capital Coexist Traffic Safety Ambassador Mini Grant Memorandum of Understanding

Mayor Kelly advised the City has been awarded the opportunity to receive a \$4,814 grant with a \$6,008 match for a protected bike lane demo. This match is available via capital budget.

Discussion and Vote: Authorization for Mayor to Sign Addendum One to Contract with Barton & Loguidice for Prelim and Final Engineering for the Complete Streets Saratoga Greenbelt Downtown Extender

Mayor Kelly stated this addendum changes the scope of the contract with an additional cost of \$47,000.

Discussion and Vote: NYS DOT Standard Title VI/Non-Discrimination Assurances

Mayor Kelly advised the City has been contacted by NYS DOT regarding the City's consent and inclusion of non-discrimination civil rights assurances under Title VI for all the federal and state contracts. This document is the City's assurance the revisions to the contract templates have been accomplished.

Set Public Hearing: To Amend Chapter 240 to Add a New Section 6.3.2.1 Entitled "Small Wireless Facilities"

No comments.

Announcement: Joint Design Review Committee/Planning Board Meeting on Flat Rock Centre Parking Structure

Mayor Kelly announced the joint meeting will be held on March 21<sup>st</sup> at 5:30 p.m. at the Recreation Center.

Mayor Kelly added an item to her agenda: Announcement: Public Hearing for the Downtown Connector Preliminary Engineering Plans will be open until March 27<sup>th</sup>.

**ACCOUNTS DEPARTMENT**

Discussion and Vote: Authorization for Mayor to Sign Contract with Ricoh

No comments.

Discussion and Vote: City Contract Template Regulatory Updates

Marilyn Rivers, director of risk and safety, stated they are adding 2 paragraphs to the templates regarding compliance to state and federal regulation and Department of Labor sexual harassment regulatory requirement. They are also lowering the insurance limits for professional services.

Award of Bid: Extension of Bid – Emergency Medical Supplies to Bound Tree Medical, Moore Medical, and Henry Schein

No comments.

Award of Bid: Laboratory Services to CNA Environmental

No comments.

Commissioner Franck added an item to his agenda: Award of Bid: Pedestrian Crossing Improvements to DelSignore Blacktop Paving, Inc.

**FINANCE DEPARTMENT**

Discussion and Vote: Authorization for Mayor to Sign a Contract with Northern Broadcasting, Inc. aka LookTV for Recording Services

Commissioner Madigan stated she is looking to do a short term contract (i.e. 5 months). Once the new PR communications director gets on board they can look at the need to continue the contract.

Discussion and Vote: Budget Transfers – Insurance

No comments.

Discussion and Vote: Budget Amendment – Use of Fund Balances City Center

No comments.

Discussion and Vote: Budget Transfers – Payroll

No comments.

Commissioner Madigan advised she is adding an item to her agenda: Discussion: Smart City Economic Development Lunch & Learn Series.

## **PUBLIC WORKS DEPARTMENT**

Discussion and Vote: Authorization for Mayor to Sign Contract with CAN Environmental, LLC for Laboratory Services

No comments.

Discussion and Vote: Authorization for Mayor to Sign Contract with Greenridge Cemetery Association for Maintenance

Commissioner Scirocco advised this is an annual contract.

Discussion and Vote: Water Leak Adjustment

Commissioner Scirocco advised there was a broken pipe at the Jewish school on Veteran's Way. This caused their water bill to be extremely high.

Commissioner Scirocco added an item to his agenda: Discussion and Vote: Authorization for Mayor to Sign Change Order with Trinity Construction.

## **PUBLIC SAFETY DEPARTMENT**

Discussion and Vote: Authorization for Mayor to Sign a Contract with Pittsfield Communication

Commissioner Martin advised this is an annual agreement for maintenance.

Discussion and Vote: Authorization for Mayor to Sign Revenue Contract with Empire Ambulance Services

Commissioner Martin advised this is an annual renewal.

Announcement: Fourth Citizens Advisory Board Meeting

No comments.

## **SUPERVISORS**

Mayor Kelly read the following into the record:

Supervisor Veitch

1. Saratoga County Recycling Centers Contract Update
2. Buildings & Grounds Committee Update
3. National Association of Counties Conference Report

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Supervisor Gaston

1. Health and Social Services Committee
2. National Association of Counties Legislative Conference Report

**ADJOURN**

Mayor Kelly adjourned the meeting at 9:42 a.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved:  
Vote:

DRAFT