



June 17, 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  
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  
John Daley, Deputy Commissioner, DPS

Vince DeLeonardis, City Attorney

**EXCUSED:** Maire Masterson, Deputy Commissioner, Accounts  
Joe O'Neill, Deputy Commissioner, DPW

Matthew Veitch, Supervisor  
Tara Gaston, Supervisor

**CALL TO ORDER**

Mayor Kelly called the meeting to order at 9:29 a.m.

**PUBLIC HEARING**

1. Liberty Affordable Housing – Commissioner Franck advised this is a continuation. Matt Jones, attorney for the applicant advised they should have something definitive by end of month if they plan to continue with the project.

**CONSENT AGENDA**

1. Approval of 6/3/19 Pre-Agenda Meeting Minutes
2. Approval of 6/4/19 City Council Meeting Minutes
3. Approve Budget Amendments – Regular (Increases)
4. Approve Budget Transfers - Regular
5. Approve Payroll 06/07/19 \$612,423.89
6. Approve Payroll 06/14/19 \$504,248.67
7. Approve Warrant - 2019 19MWJUN1 \$3,826,855.20
8. Approve Warrant – 2019 19JUN2 \$798,139.84

No comments.

**MAYOR'S DEPARTMENT**

Presentation: 2018 Annual Report – Recreation Department

No comments.

Appointment: Design Review Commission

No comments.

Appointment: Open Space Advisory Board

No comments.

Announcement: Bike Share Program

No comments.

Announcement: Grant Award from 2019 Transportation Improvement Program (TIP) for Missing Links Program

Mayor Kelly advised the City has been awarded \$1.9 million to complete sidewalks; missing links.

Discussion and Vote: Accept Donation from the Hawley Foundation for Camp Saradac Scholarships - \$25,000.00

No comments.

Discussion and Vote: Accept Donation from the Saratoga County Children's Committee for Camp Saradac Scholarships - \$10,000.00

No comments.

Discussion and Vote: Authorization for Mayor to Sign St. Clement's Regional Catholic School Agreements (3) Totaling \$9,350.00

No comments.

Discussion and Vote: Authorization for Mayor to Sign Baseball Clinic Co-Sponsor Agreement with Saratoga American Legion Stampede

No comments.

Discussion and Vote: Authorization for Mayor to Sign Contract with the Saratoga Springs Public Library

No comments.

Discussion and Vote: Authorization for Mayor to Sign Saratoga City School District Transportation Agreement

John Hirliman of the Recreation Department advised this is a revised agreement; a section of the agreement is being removed.

Discussion and Vote: Revocable License for Use of City of Saratoga Springs Ice Rinks (Ice Rinks Agreement) Template with Regulatory Updates

No comments.

Discussion and Vote: Approval to Pay Invoice #2014-3635 with National Landscaping in the Amount of \$3,265.00 for Field Renovations

No comments.

Discussion and Vote: Easement Between the Saratoga Springs City School District and the City of Saratoga Springs Re: Geyser Road Trail

Mayor Kelly asked Vince DeLeonardis, city attorney to speak about this item and the next.

Vince DeLeonardis advised this one relates to the Geyser Road Trail and the next item relates to property along Division Street. The easements benefit the City, school district and the residents. The project includes improvements to parks. These easements were unanimously approved by all members of the school board present at the time of the vote.

Discussion and Vote: Easement Between the Saratoga Springs City School District and the City of Saratoga Springs Re: the West Side Rec Park

See item above.

Discussion and Vote: Approval to Pay Invoice in the Amount of \$488.00 to Reimburse Costs to Attend 2019 New York State Association of Personnel and Civil Service Officers

Mayor Kelly advised the civil service coordinator attended the conference in Albany and made arrangements to stay with family to avoid the cost of hotels. The Civil Service Commissioner advised this is a required training.

Discussion and Vote: Authorization for Mayor to Sign Agreement with Ricoh for Printer

Mayor Kelly advised this agreement is for a printer in the Legal Department. They are in need of one due to the amount of confidential information they work with.

Discussion and Vote: Exception to the Contract Policy for the Purchase of Grave Markers

Mayor Kelly advised the City has purchased flags for unmarked graves in the Greenridge Cemetery. The total amount of the purchase is \$1,224.75

Discussion and Vote: Extension of Time for Planning Board Advisory Opinion Re: Wesley Planned Unit Development (PUD) Amendment (PB#20190935)

Mayor Kelly advised the Planning Board has requested a 30 day extension to provide the Council with an advisory opinion.

Set Public Hearing: To Amend the Capital Budget for the Geyser Road Trail Project (#1200)

No comments.

**ACCOUNTS DEPARTMENT**

Discussion and Vote: Change Order to Add 3 Licenses for General Code

No comments.

Award of Bid: City Hall – General Construction to MLB Construction Services, LLC

No comments.

Award of Bid: City Hall – HVAC Construction to Collett Mechanical, Inc.

No comments.

Award of Bid: Code Enforcement Contractors to North Country Snow and Ice Management

No comments.

Discussion and Vote: Image Data – NYSID Scanning Project

No comments.

Announcement: New York State Archives Tentative Grant Award

Nancy Wagner advised the City has received tentative approval of grant award in the amount of \$74,875; full funding. This is a non-matching grant. This will allow us to have 152 cubic feet of inactive Planning case files digitized; which are currently being stored in Plaza 15. Once we receive final approval we will be able to begin the project. The money breaks down as \$68,220 for scanning, \$4,044 for increased data storage slots on the City's server array and \$2,611 in salary for a clerk to do some document preparation. This award brings the total number of grants received from the New York State Archives to 31, and the total amount of grant dollars to \$651,538.

Discussion: Update to the Purchasing Policy

Commissioner Franck advised this item should be discussion and vote.

Marilyn Rivers, director of risk and safety advised every department has had an opportunity to review the revisions. There have been changes in the names listed in the policy and all legal citations are correct.

Commissioner Franck advised he is adding one item to his agenda: Discussion and Vote: Appointment of Marriage Officer.

**FINANCE DEPARTMENT**

Discussion: 2019 County Distribution Recommendations

Commissioner Madigan advised the City will be receiving money from the County from tipping fees in the amount of \$98,000 in 2019. She will be bringing forward her commendations of how to spend this money: 1. Purchase 2 electric vehicles; 2. Trail maintenance; and 3. Transfer money to general fund contingency.

Discussion and Vote: Donation Downtown Special Assessment District

Commissioner Madigan advised they received \$50 from Scallions for signage.

Discussion and Vote: Budget Amendment – Use of Restricted Fund Balance

No comments.

Discussion and Vote: Budget Amendment – Insurance

No comments.

Discussion and Vote: Budget Transfers – Insurance

No comments.

Discussion and Vote: Budget Transfers – Payroll

No comments.

**PUBLIC WORKS DEPARTMENT**

Set Public Hearing: Amend 2019 Capital Budget City Buildings and Facilities

No comments.

Discussion and Vote: Approval to Pay Invoice #18-0669A-0234-4 with Trophy Point in the Amount of \$6,691.50 for City Hall Renovation

No comments.

Discussion and Vote: Approval to Pay Invoice #0267311, Invoice #0268825, and Invoice #0270202 with GPI in the Total Amount of \$30,210.00 for Construction Observation Services on Four Pump Station Upgrades

No comments.

Discussion and Vote: Approval to Pay Invoice #37139 with Shannon Chemical Corporation in the Amount of \$4,815.36 for Water Treatment Plant

Commissioner Scirocco stated he would like to move this item to the Consent Agenda.

Discussion and Vote: Approval to Pay Invoice #1 Through #9 with Grant Street Construction, Inc. in the Total Amount of \$30,000.00 for Pump Station Upgrades and Manhole Work

Commissioner Scirocco stated the invoices are a result of design and field changes for the pump station upgrades and wet well work. Grant Street Construction originally requested a total of \$58,763.05 for these invoices; but they negotiated the amount down to a total charge of \$30,000.00.

Discussion and Vote: Authorization for Mayor to Sign Curbing and Sidewalk Agreement

Commissioner Scirocco stated this is for work to be done at 151 Caroline Street.

Discussion and Vote: Authorization for Mayor to Sign Change Order #1 with BlueScope Construction in the Amount of \$5,796.00 for DPW Dispatch Building

Commissioner Scirocco advised this is for construction fence to be put up around the new dispatch building.

Discussion and Vote: Approval to Accept Donation of Nine Concrete Barriers in the Amount of \$10,800.00 at the Geyser Park Softball Fields from Ball Corporation

Commissioner Scirocco stated this is for the parking lot on Adams Street to keep the tractor trailers out.

Discussion and Vote: Authorization for Mayor to Sign Agreement with MLB Construction Services, LLC for City Hall Renovations General Construction

No comments.

Discussion and Vote: Authorization for Mayor to Sign Agreement with Collett Mechanical, Inc. for City Hall Renovation – HVAC

No comments.

## **PUBLIC SAFETY DEPARTMENT**

Announcement: Parking in City Lots & Garages

No comments.

Discussion and Vote: To Amend Chapter 225 of the City Code, Vehicles & Traffic, with Respect to Parking on Birch Street

Commissioner Martin advised this should be changes to set a public hearing.

Discussion and Vote: Authorization for Mayor to Sign a Contract with North Country Snow & Ice Management

No comments.

Set Public Hearing: To Amend Chapter 225 of the City Code with Respect to Time-Limit Parking in City Lots & Garages

No comments.

Announcement: Fifth Meeting of the Saratoga Springs Citizens Advisory Board

No comments.

## **SUPERVISORS**

Mayor Kelly read the following into the record:

Matt Veitch

Supervisor Veitch will not be at City Council meeting.

Tara Gaston

1. Landfill Monies Distribution
2. Economic Development Update
3. Year of the Senior Celebration
4. Pride Month Proclamation

## **ADJOURN**

Commissioner Madigan adjourned the meeting at 9:52 a.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved:  
Vote: