



November 1, 2021

CITY OF SARATOGA SPRINGS
City Council Pre-Agenda Meeting
City Council Room
474 Broadway
Saratoga Springs, NY 12866

10:00 AM

PRESENT: Meg Kelly, Mayor
Michele Madigan, Commissioner of Finance
John Franck, Commissioner of Accounts
Robin Dalton, Commissioner of DPS

STAFF PRESENT: Lisa Shields, Deputy Mayor
Deidre Ladd, Deputy Commissioner, Finance
Maire Masterson, Deputy Commissioner, Accounts
Joe O'Neill, Deputy Commissioner, DPW
Eileen Finneran, Deputy Commissioner, DPS

Vince DeLeonardis, City Attorney

EXCUSED: Anthony Scirocco, Commissioner of DPW

Matthew Veitch, Supervisor
Tara Gaston, Supervisor

CALL TO ORDER

Mayor Kelly called the meeting to order at 10:00 a.m.

PUBLIC HEARINGS

1. 2022 Proposed Budget – Commissioner Madigan advised this is the second public hearing as required by the City Charter.
2. New Chapter 37 of the City Code – Civilian Review Board – no comments.
3. Substantial Amendment to 2021 CDBG Annual Action Plan – No comments.
4. Unified Development Ordinance (Final) – No comments.
5. Weibel Avenue PUD Amendment – Vince DeLeonardis, city attorney, advised this public hearing was left open, as there is a request for two amendments. The attorney for the applicant will be speaking with the applicant to decide if they wish to pursue the amendment for additional uses. So far, he hasn't heard what their final decision.

CONSENT AGENDA

1. Approval of 10/14/2021 Budget Workshop Minutes
2. Approval of 10/18/2021 Pre-Agenda Meeting Minutes
3. Approval of 10/19/2021 City Council Meeting Minutes
4. Approval of 10/20/2021 Budget Workshop Minutes

5. Approval of 10/22/2021 Budget Workshop Minutes
6. Budget Transfers – Debt Service
7. Budget Transfers - Regular
8. Approve Payroll 10/22/21 \$668,881.22
9. Approve Payroll 10/29/2021 \$603,683.42
10. Approve Mid-Warrant – 2021 21MWOCT2 \$670,739.43

No comments.

MAYOR'S DEPARTMENT

Discussion and Vote: Resolution Waiving Fees for Stonequist Apartments

Vince DeLeonardis advised the Saratoga Springs Housing Authority project at Stonequist is to convert from Section 8 housing to Section 9 housing. There are 176 units. In addition to the PILOT we entered into with them, we are going to waive the Building Department fees – plumbing permit fees and building permit fees.

Discussion and Vote: Substantial Amendment to the 2021 CDBG Annual Action Plan

No comments.

Discussion and Vote: PIN 1761.58 Missing Sidewalk Links Mayor to Sign Smart Growth Screening Tool

Tina Carton, sustainability coordinator, stated the City received funding from DOT for missing link. The next step is to submit for smart growth screening tool.

Discussion and Vote: Authorization for the Mayo to Sign Youth Service Project Minor Contract with the County of Saratoga

No comments.

Discussion and Vote: Accept \$200.00 Donation from the Saratoga County EMS Council (PulsePoint AED)

No comments.

Discussion and Vote: Accept Donation – WGY Christmas Wish \$500.00

No comments.

Discussion and Vote: Accept Donations from Saratoga Springs Friends of Recreation Fund of the Community Foundation for the Greater Capital Region - \$371.32 for Basketballs and \$901.00 for Recreation Center Digital Box

No comments.

Discussion: 2022 Quoted MVP Hospitalization Rate Renewals

No comments.

Appointment: Recreation Commission

No comments.

Appointment: Downtown Special Assessment District

No comments.

Appointment: Board of Plumbing Examiners

No comments.

ACCOUNTS DEPARTMENT

Discussion and Vote: Approval of Asset Recognition Policy

Marilyn Rivers, director of risk and safety, stated this was updated September 2018. This current update is keeping with the fixed asset and inventory clerk position in the 2022 budget. This policy was reviewed by Purchasing, Finance, and the Safety Committee.

Discussion and Vote: Approval of Copyright Policy

Marilyn Rivers advised this policy was requested for the 2022 insurance renewal and was reviewed by Human Resources and the Safety Committee.

Discussion and Vote: Approval of Resolution to Complete Annexation of Parcel 164.-1-12.1 from the City of Saratoga Springs to the Town of Greenfield

Tony Izzo, assistant city attorney, advised this is part of the annexation process. Greenfield issued their resolution and this is our resolution to complete the process.

Discussion and Vote: Approval of Taxi Resolution

Commissioner Franck advised they met with Code Enforcement and worked with the City Attorney to draft a resolution. The Safety Committee would not lower the insurance limits but kept them the same. The resolution includes a moratorium on the age of taxis in the City of Saratoga Springs.

Discussion and Vote: Merit for Review and Referral to City and County Planning Boards – Zoning Amendment for 166 Excelsior Avenue – Smiley – Brackett Cottage

Vince DeLeonardis advised the Design Review Commission should be added to the land use boards that will need to review this amendment.

Award of Bid: Snowplow Cutting Edges and Shoes to Chemung Supply Corp.

No comments.

FINANCE DEPARTMENT

Presentation: 3rd Quarter Financial Report

No comments.

Discussion and Vote: Refunding Bond Resolution Date November 1, 2021

Commissioner Madigan advised there are a series of 2014 bonds that are being refinanced at a reduced interest rate. There is a savings of \$217,000 by doing this.

Discussion and Vote: Accept Donation from the Downtown Special Assessment District (SAD) in the Amount of \$600 for the Way Finding Signage Project

No comments.

Discussion and Vote: Resolution to Establish an Assignment for Staffing Adjustments Due to Hire Dates, Training Requisites and New Requirements

Commissioner Madigan advised this is designed to provide a fund for staffing issues. We have used an assignment like this in the past and will be available to each department.

Discussion and Vote: Resolution for Municipal Ownership of Utility Owned LED Streetlight and Conversion Project

Commissioner Madigan advised financing for this occurs over a 15-year period. The Council has already voted on this. This resolution is required by the grant terms.

Discussion and Vote: Authorization for Mayor to Sign Addendum One to Civic Plus Agreement for PD, FD, and Rec. Upgraded Web Modules

Commissioner Madigan advised the cost is \$17,000 for a one-year maintenance fee and upgrades to the Police Department, Fire Department and Recreation modules.

Discussion and Vote: Budget Transfers – Benefits

No comments.

Discussion and Vote: Budget Transfers – Payroll

No comments.

Discussion and Vote: Vote: Budget Transfers – Contingency

No comments.

Discussion and Vote: Budget Amendments – Interfund

No comments.

Discussion and Vote: Budget Amendments – Payroll for Adjustments Re: 2021 Reinstatement of Employee Contracts

No comments.

PUBLIC WORKS DEPARTMENT

Mayor Kelly read Commissioner Scirocco's items into the record as follows:

Discussion and Vote: Department of Public Works Sick Bank Request

No comments.

Announcement: Update on the Restoration of the NY 77th Infantry Regiment Monument

No comments.

PUBLIC SAFETY DEPARTMENT

Discussion and Vote: Authorization for Mayor to Sign Contract with Metro Ford

Commissioner Dalton advised this is for a new van and mid-size SUV for the Police Department.

Discussion and Vote: Authorization for Mayor to Sign MOU with Saratoga Springs Housing Authority

Commissioner Dalton advised this is the framework for the Police Department to use the Housing Authority's security footage.

Discussion and Vote: Accept Donation for the Mounted Unit – In Memory of Jupiter

No comments.

SUPERVISORS

Mayor Kelly advised they have not received agenda items from the supervisors.

EXECUTIVE SESSION

Mayor Kelly moved and Commissioner Franck seconded to enter into executive session to discuss the proposed, pending or current litigation: opioid litigation at 10:19 a.m.

Ayes - All

The City Council returned from executive session at 10:26 a.m.

Vince DeLeonardis advised there will be an item added to the Mayor's agenda authorizing the mayor to execute a subdivision settlement participation form, release form and settlement sharing agreement.

ADJOURN

Mayor Kelly adjourned the meeting at 10:27 a.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved:
Vote: