



March 3, 2020

**CITY OF SARATOGA SPRINGS**  
City Council Meeting  
Recreation Center  
15 Vanderbilt Avenue  
7:00 PM

6:55 P.M. – P.H. – 2020 Water and Sewer  
Rates

**7:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO FLAG**

**PUBLIC COMMENT PERIOD / 15 MINUTES**

**CONSENT AGENDA**

1. Approval of 2/18/20 City Council Meeting Minutes
2. Approval of 2/18/20 Pre-Agenda Meeting Minutes
3. Approve Use of Insurance Reserve Resolution #2
4. Approve Budget Amendment – Use of Insurance Reserve #2
5. Approve Budget Amendments – Regular (Increases)
6. Approve Budget Transfers - Regular
7. Approve Payroll 2/21/20 \$546,107.97
8. Approve Payroll 2/28/20 \$556,378.70
9. Approve Warrant – 2019 19MWDEC9 \$109,076.19
10. Approve Warrant – 2020 20MWFEB3 \$76,078.96
11. Approve Warrant – 2020 20MAR1 \$4,360,718.87

**MAYOR'S DEPARTMENT**

1. Discussion: Unified Development Ordinance (UDO)
2. Discussion and Vote: Authorization for Mayor to Sign Agreement with Saratoga Casino Holdings, LLC
3. Discussion and Vote: Authorization for Mayor to Sign Barton & Loguidice Architectural/Engineering Consultant Agreement PIN 1761.58 for the Missing Sidewalk Links Project
4. Discussion and Vote: Authorization for Mayor to Sign Memorandum of Agreement: Employment Agreement Between the Civil Service Employees Association (CSEA) – City hall and the City of Saratoga Springs
5. Discussion and Vote: Authorization for Mayor to Sign the New York Conference of Mayors (NYCOM) Letter in Opposition to NYS Legislation Re: Small Wireless Facilities Deployment
6. Discussion and Vote: City Council Rules for Conduct at Public Meetings

**ACCOUNTS DEPARTMENT**

1. Discussion and Vote: Approval of City Agreement and Contract Process

2. Discussion and Vote: Authorization for Mayor to Sign Agreement with NYSID for Scanning of Purchasing Vouchers
3. Discussion and Vote: Authorization to Apply for Funds from New York State Archives Local Government Records Management Improvement Fund and Approval for Mayor to Sign All Related Documents
4. Discussion and Vote: Settlement of Article 7 Case for Parcel ID 177.-1-66
5. Discussion and Vote: Resolution Re: General Municipal Law Section 103 – “Piggybacking”

#### **FINANCE DEPARTMENT**

1. Discussion and Vote: Resolution – Video Lottery Terminal (VLT) Aid
2. Discussion and Vote: Budget Amendment – Use of Assigned Fund Balance
3. Discussion and Vote: Budget Transfer - Payroll

#### **PUBLIC WORKS DEPARTMENT**

1. Discussion and Vote: Approval to Adopt the 2020 Water & Sewer Rates Resolution
2. Discussion and Vote: Authorization for Mayor to Sign Change Order No. 2 with Bellamy Construction Company, Inc. for Kaydeross Ave. West Water Main Upgrade
3. Discussion and Vote: Authorization for Mayor to Sign Change Order No. 10 with MLB Construction Services for City Hall Renovation – General Construction
4. Discussion and Vote: Authorization for Mayor to Sign Contract with RM Dalrymple Company, Inc. for Dispatch Building Project
5. Discussion and Vote: Authorization for Mayor to Sign Change Order No. 5 with Collett Mechanical, Inc. for City Hall Renovation – HVAC
6. Announcement: Appointment of City Engineer

#### **PUBLIC SAFETY DEPARTMENT**

1. Discussion and Vote: Authorization for Mayor to Sign Contract with Dr. Jason Bernad for Medical Director
2. Set Public Hearing: Amend Chapter 225 of the City Code, Section 225-77; Schedule XII – Stop Intersections
3. Set Public Hearing: Amend Chapter 225-12B & 225-69 of the City Code
4. Discussion and Vote: Authorization to Increase Salary Range for Part-time Public Safety Laborer
5. Discussion and Vote: Approval to Pay Invoice to Elliott Enterprise in the Amount of \$4,098.02
6. Discussion and Vote: Authorization for Mayor to Sign Contract with Stilsing Electric
7. Announcement: Annual Report 2019
8. Announcement: Virus Preparedness

#### **SUPERVISORS**

Matt Veitch

1. Nothing at this time.

Tara Gaston

1. Nothing at this time.

#### **ADJOURN**



March 3, 2020

**CITY OF SARATOGA SPRINGS**  
City Council Meeting  
Recreation Center  
15 Vanderbilt Avenue  
7:00 PM

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

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

Vincent DeLeonardis

**EXCUSED:** 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**

2020 Water and Sewer Rates

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

Commissioner Scirocco advised rising operating costs and investments into the infrastructure has caused the need for an increase. This is the first increase in water rates since 2014. Over the course of the next four years, DPW will be upgrading waterlines to replace aging four-inch water mains throughout the City. Over the past four years, the County Sewer District has increased costs to municipal customers. Since 2016, the City has seen an increase of \$1,181,303 for a 2020 charge of \$3,958,355. This is 73% of our total sewer budget.

No one spoke.

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 COMMENT**

**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.

No one spoke.

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

## **CONSENT AGENDA**

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

1. Approval of 2/18/20 City Council Meeting Minutes
2. Approval of 2/18/20 Pre-Agenda Meeting Minutes
3. Approve Use of Insurance Reserve Resolution #2
4. Approve Budget Amendment – Use of Insurance Reserve #2
5. Approve Budget Amendments – Regular (Increases)
6. Approve Budget Transfers - Regular
7. Approve Payroll 2/21/20 \$546,107.97
8. Approve Payroll 2/28/20 \$556,378.70
9. Approve Warrant – 2019 19MWDEC9 \$109,076.19
10. Approve Warrant – 2020 20MWFEB3 \$76,078.96
11. Approve Warrant – 2020 20MAR1 \$4,360,718.87

**Ayes – All**

## **MAYOR'S DEPARTMENT**

### Discussion: Unified Development Ordinance (UDO)

Vince DeLeonardis, city attorney, advised the first draft was made available to the public on January 27, 2020. Public workshops were conducted with the public and comments were obtained from the public. Draft 2 should be available in April. (presentation attached)

Some of the comments/input include:

- text edits, clarifications, illustrations
- dimension and design standards
- use definitions plus standards and use allowances
- public right-of-way
- scope of land use boards
- scope of UDO and current project
- process
- zoning map

The public was clear that they were not in favor of reducing the lot size and lot width. They are going to take a look at deeper side yard setbacks. Comments/responses regarding building heights were mixed. The public claimed additional uses were being included in the RR district. Some uses are not new but are newly defined. An example is a domestic violence shelter; it not a new use but it has now been defined. A new use that was recommended for RR was RV parks. The public unanimously responded that they do not want RV parks.

The AC district received varied responses. Some people said we should increase the uses in this district and some said we should reduce the uses in the district. Others suggested increase the size of the AC district.

The historic district has been discussed and it has been suggested that this district be expanded.

Other items that need to be addressed is short-term rentals. This will not be in the next draft but needs to be looked at. Another topic is inclusionary zoning.

Commissioner Franck mentioned that there are a few properties that were excluded from the Historic District that should be in it, such as the Old Bryan Inn and Rock Street. This needs to be looked at when they revisit the Historic District.

Discussion and Vote: Authorization for Mayor to Sign Agreement with Saratoga Casino Holdings, LLC (20-070)

Mayor Kelly advised this is for the use of the soccer fields. There is no charge for this.

**Mayor Kelly moved and Commissioner Dalton seconded to authorize the mayor to sign the agreement with Saratoga Casino Holdings, LLC as included with the agenda.**

**Ayes – All**

Discussion and Vote: Authorization for Mayor to Sign Barton & Loguidice Architectural/Engineering Consultant Agreement PIN 1761.58 for the Missing Sidewalk Links Project (20-071)

Mayor Kelly advised the City is finalizing the contract with Barton & Loguidice. The proposed contract amount is \$217,941. The project is funded by a \$1.52 million grant with a required City match of \$380,000.

**Mayor Kelly moved and Commissioner Franck seconded to authorize the mayor to sign the Barton & Loguidice architectural/engineering consultant agreement PIN #1761.58 for missing sidewalk links project as included with this agenda.**

**Ayes – All**

Discussion and Vote: Authorization for Mayor to Sign Memorandum of Agreement: Employment Agreement Between the Civil Service Employees Association (CSEA) – City hall and the City of Saratoga Springs (20-072)

Vince DeLeonardis advised this relates to the distinction between a provisional employee and a permanent employee. The provisional employee may be a member of the union but is not entitled to Section 75 protections that permanent employees are.

**Mayor Kelly moved and Commissioner Dalton seconded to authorize the mayor to sign a memorandum of agreement employment agreement between the Civil Service Employee Association (CSEA) City Hall and the City of Saratoga Springs.**

**Ayes – All**

Discussion and Vote: Authorization for Mayor to Sign the New York Conference of Mayors (NYCOM) Letter in Opposition to NYS Legislation Re: Small Wireless Facilities Deployment

Mayor Kelly pulled this item from her agenda.

Discussion and Vote: City Council Rules for Conduct at Public Meetings (20-073)

**Mayor Kelly moved and Commissioner Dalton seconded to approve the Council Rules for Conduct at Public Meetings as included with the agenda.**

**Ayes – All**

**ACCOUNTS DEPARTMENT**

Discussion and Vote: Approval of City Agreement and Contract Process (20-074)

Commissioner Franck thanked all departments for their contribution to updating of the City's Agreement and Contract process. This group also created instructional aides to assist them through the process. His department will be setting up training for the other departments in the near future.

**Commissioner Franck moved and Commissioner Dalton seconded for the City Council to adopt the City Agreement and Contract Process as distributed with the agenda.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Agreement with NYSID for Scanning of Purchasing Vouchers (20-075)

Commissioner Franck advised in preparation for our move back to City Hall we are outsourcing the scanning of 41 boxes of purchasing vouchers and cancelled purchase orders. This is also a continuation of the City's digitization project in an effort to curtail the need for off-site record storage.

**Commissioner Franck moved and Commissioner Dalton seconded to authorize the mayor to sign an agreement with NYSID for the scanning of purchasing vouchers and cancelled purchase orders for the years 2016 – 2018 for an amount not to exceed \$26,400.**

**Ayes - All**

Discussion and Vote: Authorization to Apply for Funds from New York State Archives Local Government Records Management Improvement Fund and Approval for Mayor to Sign All Related Documents (20-076)

Commissioner Franck advised the Design Review Commission is charged with protecting and enhancing the City's rich historic and cultural legacy through the preservation of existing architecture and the careful review of new construction within the City's historic districts. This grant is for the scanning of historically significant records from 1970 – 2019 that have a permanent retention. We are asking for \$58,527 with no matching funds required.

**Commissioner Franck moved and Commissioner Dalton seconded for the City Council to authorize the application for Funds from New York State Archives Local Government Records Management Improvement Fund and approve the mayor to sign all related documents.**

**Ayes - All**

Discussion and Vote: Settlement of Article 7 Case for Parcel ID 177.-1-66 (20-077)

Commissioner Franck advised this is the issue that was discussed during yesterday's executive session.

**Commissioner Franck moved and Commissioner Scirocco seconded for the City Council to settle the Article 7 case for parcel # 177.-1-66 for the years 2018 & 2019 as follows:**

Parcel #	Original Assessment	Negotiated Assessed Value	Reduction Amount	Refund Amount
177.-1-66				
2018	\$17,206,400	\$13,334,250	\$3,872,150	\$23,271.62
2019	\$17,206,400	\$12,174,750	\$5,031,650	\$0

The grand total of refunds for this parcel listed is \$23,271.62.

**Ayes - All**

Discussion and Vote: Resolution Re: General Municipal Law Section 103 – "Piggybacking" (20-078)

Commissioner Franck advised 'piggybacking' ties into the City Agreement and Contract Process. It allows departments to get special pricing off state and county contracts without having to go out to bid.

The resolution is as follows:

A RESOLUTION  
OF THE CITY COUNCIL  
OF THE CITY OF SARATOGA SPRINGS

BE IT RESOLVED, by the City Council of the City of Saratoga Springs, New York, as follows:

WHEREAS, the purchase of apparatus, materials, equipment, supplies and related services through the use of public contracts is a regular task for any municipality. It is in the public interest for every municipality to undertake such purchases in a manner that gives the best value to the public; and

WHEREAS, in 2012 the New York State Legislature amended Section 103 of the General Municipal Law to allow municipalities to make purchases through the use of contracts let by the United States or any agency thereof, any state or other political subdivision or district therein. This amendment allows "piggybacking" on certain other government contracts on the basis of best value, as a lawful alternative to the current standard of "lowest responsible bidder". The City Council finds that this new alternative is a desirable addition to the City's purchasing options; and

WHEREAS, to use another contract on the basis of best value, a municipality must first act to adopt a law, rule, regulation or resolution;

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The City Council hereby authorizes the use of best value as a methods for purchasing apparatus, materials, equipment, supplies and related services as provided in Section 103 of the General Municipal Law, as amended.
2. This authorization shall take effect immediately upon filing in the Office of the City Clerk.

**Commissioner Franck moved and Commissioner Scirocco seconded to adopt the resolution regarding General Municipal Law Section 103 – Piggybacking as distributed with the agenda.**

**Ayes - All**

## FINANCE DEPARTMENT

Discussion and Vote: Resolution – Video Lottery Terminal (VLT) Aid (20-079)

Commissioner Madigan read the resolution into the record as follows:

A RESOLUTION  
OF THE CITY COUNCIL  
OF THE CITY OF SARATOGA SPRINGS, NY

WHEREAS, Video Lottery Terminal (VLT) aid was originally established in the 2006 – 2007 New York State Budget to help "defray local costs associated with a video lottery gaming facility" and/or "minimize or reduce real property taxes." Since that time, the City has

received between \$2 - \$3 million per year and the funds have, in fact, been used to assist in the myriad of costs associated with hosting a VLT facility and to reduce real property taxes; and  
WHEREAS, Park KK of the Executive Budget Proposal's Public Protection and General Government Article VII legislation eliminates VLT aid for all municipalities hosting a VLT facility, with the exception of Yonkers; and  
WHEREAS, as a host municipality, the City stands to lose \$2,325,592 if this proposal is ultimately adopted as part of the 2020 – 2021 budget. Such an abrupt elimination would strike a significant blow to the City's operating budget as it represents 5% of the City's \$48,715,000 overall operating budget; and  
WHEREAS, this sudden cut to the City's 2020 budget, adopted in late 2019, is essentially equivalent to nearly wiping out the entire 2020 budget of the Mayor's Department or the Department of Recreation or the Account Department, twofold; and  
WHEREAS, due to the popularity of the VLT facility and other premier destination venues in the City, the fourth largest geographically in the State outside of New York City at 28.4 square miles, the City's population can swell by 100,000 people per day in the summer alone – more than three times the overall City population of approximately 28,000. This influx of visitors causes a strain on City services, resulting in substantial public safety, public works and infrastructure expenditures; and  
WHEREAS, the City has put the VLT aid funds to good use, as it reasonably relates to the public's use of the VLT facility, continually providing outstanding City services to the hundreds of thousands of visitors who not only utilize the VLT facility, but who also take advantage of the City's restaurants, other entertainment venues and 60+ downtown events throughout the year; and  
WHEREAS, this is not the first time the City has faces this issue. In 2009, VLT aid funds were reduced and, as a result, the City was forced to cut numerous police officers, firefighters, and related services which have taken years to rebuild in order to meet public demand. The City was unable to offset the reduction of VLT aid then, and it would face the same situation, if VLT aid was wholly eliminated in this year's budget; and  
WHEREAS, the City has been able to maintain a AA+ bond rating from S&P, stable real property taxes, remain one of the safest municipalities in New York State, *and* continue to be well within the State's two percent property tax levy cap. The unexpected loss of VLT aid would force the City to consider a tax levy increase of 10-12%; 5 – 6 times the State's property tax cap; and  
WHEREAS, the City has invested in important public service initiatives such as cybersecurity, recreation and trails development, public safety improvements, and Code Blue/homeless solutions for its growing poor and homeless population. The City looks to the State to help promote Saratoga Springs as an example of New York municipal success; and  
NOW THEREFORE, BE IT RESOLVED, that the City Council for the City of Saratoga Springs respectfully requests that the legislature fully restore VLT aid to the City of Saratoga Springs in the 2020 – 2021 New York State budget at least to its current amounts, that this be supported by the governor, and that this investment be protected in future years; and  
MAY IT FURTHER BE RESOLVED that a copy of this resolution be sent to Governor Andrew Cuomo, Senate Majority Leader Andrea Stewart-Cousins, Assembly Speaker Carl Heastie, Assemblywoman Carrie Woerner; Senator Daphne Jordan; Senator Jim Tedisco; Chair of Senate Finance Committee Senator Liz Krueger; Chair Ways and Means Committee Assemblywoman Helene Weinstein; Chair Local Governments Standing Committee Assemblyman Fred W. Thiele, Jr.; Chair of Racing & Wagering Assemblyman J. Gary Pretlow; Chair of Racing and Wagering Senator Joseph Addabbo, Jr.; Executive Director Gaming Commissioner Rob Williams; Budget Director Robert Mujica.

**Commissioner Madigan moved and Commissioner Dalton seconded to pass this resolution in support of restoring VLT aid to the City of Saratoga Springs.**

**Ayes - All**

Discussion and Vote: Budget Amendment – Use of Assigned Fund Balance (20-080)

Commissioner Madigan advised prior to the amendment, the assigned fund balance is \$155,296.88; following the approval, \$94,501.32 will remain.

**Commissioner Madigan moved and Commissioner Scirocco seconded to approve the budget amendment – use of assigned fund balance as included with the agenda.**

**Ayes - All**

Discussion and Vote: Budget Transfer – Payroll (20-081)

**Commissioner Madigan moved and Commissioner Dalton seconded to approve the budget transfer – payroll as included with the agenda.**

**Ayes - All**

## **PUBLIC WORKS DEPARTMENT**

Discussion and Vote: Approval to Adopt the 2020 Water & Sewer Rates Resolution (20-082)

**Commissioner Scirocco moved and Mayor Kelly seconded to adopt the 2020 water and sewer rate resolution as previously distributed with the agenda.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Change Order No. 2 with Bellamy Construction Company, Inc. for Kaydeross Ave. West Water Main Upgrade (20-083)

Commissioner Scirocco advised this change order adjusts the contract price for unforeseen soil conditions causing additional drilling.

**Commissioner Scirocco moved and Commissioner Madigan seconded for the mayor to sign change order number 2 with Bellamy Construction Company, Inc. for the Kaydeross Ave. West Water Main Upgrade in the amount of \$69,948.**

**Ayes – All**

Discussion and Vote: Authorization for Mayor to Sign Change Order No. 10 with MLB Construction Services for City Hall Renovation – General Construction (20-084)

Commissioner Scirocco advised this change order is for additional sheetrock between floors throughout the building for increased fire protection; changes to handrails and replacement of a door, etc. A complete itemized list is attached to the agenda.

**Commissioner Scirocco moved and Commissioner Franck seconded for the mayor to sign change order number 10 with MLB Construction Services for City Hall Renovation – general construction in the amount of \$78,391.36.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Contract with RM Dalrymple Company, Inc. for Dispatch Building Project (20-085)

Commissioner Scirocco advised this is for the relocation of the existing fuel equipment to the new dispatch building.

**Commissioner Scirocco moved and Commissioner Franck seconded for the mayor to sign a contract with RM Dalrymple Company, Inc. for the dispatch building project in the amount of \$34,784.57.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Change Order No. 5 with Collett Mechanical, Inc. for City Hall Renovation – HVAC (20-086)

Commissioner Scirocco advised this change order is for changes in the scope of work. Details are attached to the agenda.

**Commissioner Scirocco moved and Commissioner Franck seconded for the mayor to sign change order number 5 with Collett Mechanical, Inc. for City Hall renovation – HVAC in the amount of \$44,936.16.**

**Ayes - All**

Announcement: Appointment of City Engineer

Commissioner Scirocco announced he appointed Debbie Labreche as city engineer. She is a licensed professional engineer and has served as the assistant engineer for the City for the past 18 years. To their knowledge, Debbie is the first female engineer for the City of Saratoga Springs. She has all the qualities you want in a city engineer. He is proud to have worked with Debbie on the many improvements at the Canfield Casino.

## **PUBLIC SAFETY DEPARTMENT**

Discussion and Vote: Authorization for Mayor to Sign Contract with Dr. Jason Bernad for Medical Director (20-087)

Commissioner Dalton advised this is an annual agreement for the medical director.

**Commissioner Dalton moved and Commissioner Scirocco seconded to authorize the mayor to sign an agreement with Dr. Jason Bernad as medical director.**

**Ayes – All**

Set Public Hearing: Amend Chapter 225 of the City Code, Section 225-77; Schedule XII – Stop Intersections

Commissioner Dalton set a public hearing for Tuesday, March 17, 2020 at 6:55 p.m.

Set Public Hearing: Amend Chapter 225-12B & 225-69 of the City Code

Commissioner Dalton set a public hearing for Tuesday, March 17, 2020 at 6:55 p.m.

Discussion and Vote: Authorization to Increase Salary Range for Part-time Public Safety Laborer (20-088)

Commissioner Dalton advised they would like to increase the salary of the part-time public safety laborer by \$1.50 per hour. This was included in the 2020 budget.

**Commissioner Dalton moved and Commissioner Scirocco seconded to increase the salary range for the part time laborer position from \$13.50 to \$15.00 per hour.**

**Ayes - All**

Discussion and Vote: Approval to Pay Invoice to Elliott Enterprise in the Amount of \$4,098.02 (20-089)

Commissioner Dalton explained this is for repairs done on firefighter turnout gear. Work was done onsite.

**Commissioner Dalton moved and Commissioner Franck seconded to approve to pay the invoice in the amount of \$4,098.02.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Contract with Stilsing Electric (20-090)

Commissioner Dalton advised this agreement is for when our traffic staff is not available.

**Commissioner Dalton moved and Commissioner Scirocco seconded for the mayor to sign a contract with Stilsing Electric, Inc.**

**Ayes – All**

Announcement: Annual Report 2019

Commissioner Dalton announced the Department of Public Safety Annual Report for 2019 is complete. A copy has been provided to the City Clerk's Office.

Announcement: Virus Preparedness

Commissioner Dalton read the following statement from Dr. Brooks:

"The number of cases worldwide is increasing but as of 3/3/20 there have been 2 proven cases of the COVID-19 infections in New York State. The NYS DOH is very active in preparations, as is each county's Public Health Departments. Saratoga County Public Health is very active and regularly reaching out to all those who are currently being impacted by preparations for this illness. Several meetings have occurred with key state holders to prepare for potentially infected individuals, including identification, methods of quarantine and methods of monitoring patients. The SSFD has been educated on the proper approach to manage a suspected case that best protects the staff and patient. Saratoga Hospital had developed a system wide policy and procedure approach for those patients potentially infected with this virus, but any policies and procedures are fluid as the situation changes. All are interacting with the CDC to keep as current as possible on the latest guidelines."

**SUPERVISORS**

Matt Veitch

Nothing at this time.

Tara Gaston

Nothing at this time.

**ADJOURNMENT**

There being no further business, Mayor Kelly adjourned the meeting at 8:01 p.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved: 3/17/20  
Vote: 3 - 0