

March 6, 2018



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

6:50 PM – 2018 Water and Sewer Resolution
& Rates

6:55 PM – Local Law #2 of 2018 – Energize
NY PACE Finance

7:00 PM

CALL TO ORDER

ROLL CALL

SALUTE TO FLAG

PUBLIC COMMENT PERIOD / 15 MINUTES

PRESENTATION

1. Makerspace Introduction
2. City Development Trends

CONSENT AGENDA

1. Approval of 2/20/18 City Council Meeting Minutes
2. Approve Budget Amendments – Regular (Increases)
3. Approve Payroll 2/23/18 \$535,399.90
4. Approve Payroll 3/02/18 \$524,232.20
5. Approve Warrant - 2017 17MWDEC8 \$187,031.55
6. Approve Warrant - 2018 18MWFEB2 \$26,649.18
7. Approve Warrant - 2018 18MAR1 \$767,116.70

MAYOR'S DEPARTMENT

1. Announcement: Charter Review Commission
2. Discussion and Vote: Approval of Purchase Order for 2017 Funds in Building Department Budget - \$6,160
3. Discussion and Vote: Authorization for the Mayor to Sign Lease Agreement for HR Office Space, LL-13 in the Collamer Building

ACCOUNTS DEPARTMENT

1. Set Public Hearing: Change to City Code Chapter 165 Peddling and Vending
2. Set Public Hearing: Change to City Code Chapter 215 – Taxicabs
3. Award of Bid: Extension of Bid for Emergency Medical Supplies to Bound Tree, Henry Schein, and Moore Medical

FINANCE DEPARTMENT

1. Discussion and Vote: Refunding Bond Resolution
2. Discussion and Vote: Local Law #2 of 2018 – To Establish “Energize NY PACE Finance” in the City of Saratoga Springs
3. Discussion and Vote: 2018 City Fees Amendment
4. Discussion and Vote: To Rescind the Motion Made During the October 3, 2017 City Council Meeting Related to Charter Review Commission Expenses
5. Discussion and Vote: Budget Amendment – Use of Fund Balance for Charter Review Commission Administrative Expenses
6. Discussion and Vote: Approval to Reimburse \$9,228.56 of Charter Review Commission Related Expenses Associated with the Distribution of Their Material
7. Discussion and Vote: Budget Transfer – Insurance/Payroll
8. Discussion and Vote: Budget Transfer - Contingency

PUBLIC WORKS DEPARTMENT

1. Discussion and Vote: Approval for the 2018 Water & Sewer Rates Resolution
2. Discussion and Vote: Authorization for the Mayor to Sign Contract with CNA Environmental for Laboratory Services
3. Announcement: 2017 Fourth Quarter Utility Bills
4. Announcement: RFP for Engineering Security Assessment of City Owned and Managed Buildings that are Publicly Accessible

PUBLIC SAFETY DEPARTMENT

1. Discussion and Vote: Authorization for the Mayor to Sign A Contract with Empire Ambulance Services, Inc.
2. Discussion and Vote: Authorization for the Mayor to Sign a Letter of Commitment for a Grant from the Capital District Transportation Corporation to Hold a Complete Streets Technical Workshop in Saratoga Springs

SUPERVISORS

Matt Veitch

1. Nothing at this time

Tara Gaston

1. National Association of Counties
2. 2018 Legislative Agenda
3. Upcoming Committee Meetings

ADJOURN



March 6, 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

Tara Gaston, Supervisor

EXCUSED: Matthew Veitch, 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 HEARINGS

2018 Water and Sewer Resolution & Rates

Mayor Kelly opened the public hearing at 6:53 p.m.

Commissioner Scirocco advised the intergovernmental loans are paid off. The residents will receive a \$2 reduction on their quarterly bills. This is the only change. They feel keeping the rates at the current amounts is fair. Saratoga County Sewer District continues to increase their charges on its municipal customers and this makes up 70% of our sewer budget.

No one spoke.

Mayor Kelly closed the public hearing at 6:55 p.m.

Local Law #2 of 2018 – Energize NY PACE Finance

Mayor Kelly opened the public hearing at 6:55 p.m.

Commissioner Madigan stated this is to establish the Energize NY PACE Finance program in the City.

No one spoke.

Mayor Kelly closed the public hearing at 6:57 p.m.

CALL TO ORDER

Mayor Kelly called the meeting to order at 6:57 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 6:58 p.m.

Patty Morrison of Saratoga Springs stated she is here on behalf of several citizens who could not be here tonight and on behalf of the 4,200 citizens who voted for a new government. By putting the Charter Review Commission on the agenda the mayor is blocking the citizens from moving forward with a petition that would put on the ballot the choice between the current form of government and the proposed city manager form. The current form of government did not get a clear majority vote in the last election. You are taking away the people's opportunity to vote.

Ellen Edgar Eimany of Saratoga Springs stated she is concerned about the Charter Commission being appointed tonight. Taking the vote away from the citizens is wrong.

Phil Diamond of Saratoga Springs stated he echoes what the past 2 speakers said. Let the people vote and petition. On another topic, the City Center should not have a gun show. Let Saratoga Springs be a model for not holding gun shows.

John Kirwin of Saratoga Springs stated he is gravely concerned about the appointment of the Charter Commission. Under our current form of government we are subjected to a highly unprofessional way of governing. We are left lacking in both long term planning and professionalism.

Gayle LaSalle of Saratoga Springs stated she commends the Council for putting the Charter Commission on the agenda.

Bonnie Sellers of Saratoga Springs stated she has lived all over the country and lived under all forms of government. This is a historic form of government for our City and the only one we have. We don't criticize the House of Representatives on a 2 year vote and we don't criticize the Constitution which is older. She doesn't understand why people can't respect what we have.

Barbara Trypaluk of Saratoga Springs stated she is here because the mayor ran on the change in the form of government. She asked the mayor stand on her principals that got her elected. We had a suspicious election result. To form a commission is a slap in the face of the residents.

Earl Reed of Saratoga Springs stated we have had 3 elections regarding the change in the form of government; 3 strikes and you are out.

Barbara Thomas of Saratoga Springs stated she is speaking tonight on behalf of the League of Women Voters. The League supports a government that separates the administrative functions from the legislative functions. The League requests the appointment of open-minded people who will look at the pros and cons of the existing government and the other options that are out there.

Mayor Kelly closed the public comment period at 7:12 p.m.

Commissioner Franck stated the people have spoken. In 2012 it went down in 23 out of 25 districts; in 2006 it went down in all 25 districts. IT passed in 2001 which took the current Charter and made changes. He gave Mayor Kelly kudos for listening to the voters; this is not the first time it has happened.

Commissioner Madigan stated she heard this was a suspicious election with a suspicious result – this is ridiculous. If you feel this way it should be taken up at the County. This form of government does need some updating and that is what they plan to do.

Commissioner Scirocco stated he commends Mayor Kelly for putting this item on the agenda. It only takes one vote to win an election – people have spoken. The City is doing great. The City is where it is today because of the Council, volunteers, and residents as a whole.

Commissioner Martin stated he believes the County Board of Elections does a good job in making sure our elections are done in a fair way. He personally has no reason to suspect the election was tampered with or falsified in any way.

PRESENTATION

Makerspace Introduction

Commissioner Madigan introduced Nick Henning, Skidmore College student and intern. Nick will explain what makerspaces are.

Nick advised a makerspace is a shared co-working space where individuals share equipment and knowledge. Makerspaces are generally organized through a club, institution, non-profit, or for-profit. Key activities include woodworking, software development, metalworking, and digital fabrication. Makerspaces grow their community by having activity nights, fairs, host meet-ups, and organized meet-ups. Municipalities can support makerspaces with one-time investments to support construction/maintenance, low-cost rent, and leniency with regulation. The state can provide tax incentive programs and STEM Grant programs. (copy of presentation attached to minutes)

Commissioner Madigan stated her goal is to start the education and try to get in on this.

City Development Trends

Kate Maynard of the Planning Department presented development trends. The Council was presented with information of residential units constructed, under construction, awaiting construction, and under Planning Board review. Residential trends include affordable housing units and infill development. Commercial and industrial trends include existing business expansions, new facilities being constructed, and the reuse of existing structures. There is a lot of diversity within the community and a lot of activity in the transect districts. In 2017, Homewood Suites and the Adelphi opened. There are still hotels being proposed as a trend. A map was provided to show where the various projects are within the City and whether they are commercial, institutional, mixed use, or residential. (copy of presentation attached to minutes)

CONSENT AGENDA

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

1. Approval of 2/20/18 City Council Meeting Minutes

2. Approve Budget Amendments – Regular (Increases)
3. Approve Payroll 2/23/18 \$535,399.90
4. Approve Payroll 3/02/18 \$524,232.20
5. Approve Warrant - 2017 17MWDEC8 \$187,031.55
6. Approve Warrant - 2018 18MWFEB2 \$26,649.18
7. Approve Warrant - 2018 18MAR1 \$767,116.70

Ayes – All

MAYOR'S DEPARTMENT

Announcement: Charter Review Commission

Mayor Kelly announced the formation of a Charter Review Commission. The proposed Charter did not pass in November, but she believes changes need to be made to become more responsive. The Charter Review will be tasked with making recommendations to revise the City's existing Charter. The goal will be to find efficiencies and organizational improvements to better serve the people of Saratoga Springs and submit a proposal to the Saratoga Springs voters for referendum in the November 2018 election. Members are Vince DeLeonardis as chair, Commissioner Michele Madigan, Deputy Commissioner Sharp as vice-chair, Commissioner John Franck, Deputy Commissioner Masterson, Commissioner Scirocco, Deputy Commissioner O'Neill, Commissioner Martin, Deputy Commissioner Daley as secretary, and Deputy Mayor Shields.

Discussion and Vote: Approval of Purchase Order for 2017 Funds in Building Department Budget - \$6,160 (18-067)

Mayor Kelly moved and Commissioner Franck seconded to approve purchase order to Greenman-Pedersen for \$6,160 from line A3113624/54725 in the 2017 budget as attached to this agenda.

Ayes – All

Discussion and Vote: Authorization for the Mayor to Sign Lease Agreement for HR Office Space, LL-13 in the Collamer Building (18-068)

Mayor Kelly moved and Commissioner Franck seconded to approve that the mayor to sign a lease agreement for HR space, suite LL-13 in the Collamer Building as attached to this agenda.

Ayes - All

ACCOUNTS DEPARTMENT

Set Public Hearing: Change to City Code Chapter 165 Peddling and Vending

Commissioner Franck set a public hearing for Tuesday, March 20, 2018 at 6:55 p.m.

Set Public Hearing: Change to City Code Chapter 215 – Taxicabs

Commissioner Franck set a public hearing for Tuesday, March 20, 2018 at 6:50 p.m.

Award of Bid: Extension of Bid for Emergency Medical Supplies to Bound Tree, Henry Schein, and Moore Medical (18-069)

Commissioner Franck moved and Commissioner Martin seconded to extend the bid for emergency medical supplies to Bound Tree, Henry Schein, and Moore Medical for an additional year under the same terms, conditions, and prices for various medical supplies.

Ayes - All

FINANCE DEPARTMENT

Discussion and Vote: Refunding Bond Resolution (18-070)

Commissioner Madigan advised the City has an opportunity to refund \$7.375 million of outstanding bonds. The 2008, 2009, and 2010 bonds would be refinanced with an annual projected savings of \$60,000.

Commissioner Madigan moved and Commissioner Franck seconded to approve the resolution previously distributed with the agenda.

Roll Call:

**Commissioner Franck – All
Commissioner Madigan – All
Commissioner Scirocco – All
Commissioner Martin – All
Mayor Kelly - All**

Discussion and Vote: Local Law #2 of 2018 – To Establish “Energize NY PACE Finance” in the City of Saratoga Springs (18-071)

Commissioner Madigan advised this will establish Energize NY PACE Financing within the City. It is the first step in allowing City commercial and non-profit property owners access to the program’s benefits. Subsequent to this local law, the City will need to sign a municipal agreement outlining the tax repayment process and formally request membership from Energize NY through a letter.

Commissioner Madigan moved and Commissioner Martin seconded to approve of Local Law #2 of 2018 to establish Energize NY PACE Finance in the City of Saratoga Springs.

Ayes – All

Discussion and Vote: 2018 City Fees Amendment (18-072)

Commissioner Madigan advised the fee schedule for the Building Department and Planning and Economic Development will be effective 4/1/18 due to implementation issues.

Commissioner Madigan moved and Commissioner Scirocco seconded to amend the City Fee Schedule to allow for Building Department and Planning and Economic Development fees to be effective April 1, 2018 rather than January 1, 2018.

Ayes - All

Discussion and Vote: To Rescind the Motion Made During the October 3, 2017 City Council Meeting Related to Charter Review Commission Expenses (18-073)

Commissioner Madigan advised the City Council passed a motion not to approve Charter Review expenses related to the distribution of their materials. This was done due to City Council believing the information relating to financials was not correct and considered it advocacy rather than education.

Commissioner Madigan moved and Commissioner Scirocco seconded to rescind the motion made during the October 3, 2017 City Council Meeting related to Charter Review Commission expenses.

Ayes – All

Discussion and Vote: Budget Amendment – Use of Fund Balance for Charter Review Commission Administrative Expenses (18-074)

Commissioner Madigan moved and Commissioner Scirocco seconded lines 1-2 to utilize unassigned fund balance to re-establish the portion of the Charter budget necessary to pay the invoices discussed earlier. The amendment was previously distributed with the agenda.

Ayes – All

Discussion and Vote: Approval to Reimburse \$9,228.56 of Charter Review Commission Related Expenses Associated with the Distribution of Their Material (18-075)

Commissioner Madigan moved and Commissioner Martin seconded to approve the reimbursement of \$9,228.56 of Charter Review Commission related expenses associated with the distribution of their materials as previously distributed with the agenda.

Ayes – All

Discussion and Vote: Budget Transfer – Insurance/Payroll (18-076)

Commissioner Madigan moved and Commissioner Scirocco seconded to approve the budget transfer – insurance/payroll as previously distributed with the agenda.

Ayes – All

Discussion and Vote: Budget Transfer – Contingency (18-077)

Commissioner Madigan advised contingency has a balance of \$341,520.48 and following the approval of this transfer there will be \$337,107.58.

Commissioner Madigan moved and Commissioner Franck seconded to approve the budget transfer – contingency as previously distributed with the agenda.

Ayes – All

PUBLIC WORKS DEPARTMENT

Discussion and Vote: Approval for the 2018 Water & Sewer Rates Resolution (18-078)

Commissioner Scirocco advised there is a \$2 per quarter decrease in the water resolution.

Commissioner Scirocco moved and Commissioner Madigan seconded to approve the 2018 water and sewer rates resolutions.

Ayes – All

Discussion and Vote: Authorization for the Mayor to Sign Contract with CNA Environmental for Laboratory Services (18-079)

Commissioner Scirocco advised CNA Laboratory Services has been providing services for as long as he has been in office. They are located in Ballston Spa.

Commissioner Scirocco moved and Commissioner Madigan seconded to authorize the mayor to sign a contract with CNA Environmental for up to \$18,280 in laboratory services. He is making this motion with the understanding that CNA does not carry \$5 million dollars in excess liability insurance. They do however carry \$1 million in commercial general liability insurance and an additional \$1 million in umbrella liability and \$2 million in professional liability insurance. The Council approved this contract in 2017 at these identical insurance amounts.

Vince DeLeonardis, city attorney, stated the Council will be overriding the insurance requirements for this contract. There are various insurance requirements for certain types of contracts. Excess insurance will vary depending upon the amount of the contract. Professional service contracts have a minimum of \$5 million dollars regardless of the amount of the contract. This is an occasion where the vendor does not have that amount and the Council does have the authority to override that requirement.

Commissioner Franck stated his department had to be sure this information was put in the motion and brought forward for the Council to override.

Ayes – All

Announcement: 2017 Fourth Quarter Utility Bills

Commissioner Scirocco announced there was a batch of utility bills that were mailed after the due date. Therefore, all utility bills will be due by March 15th. After that date, late fees will be applied.

Announcement: RFP for Engineering Security Assessment of City Owned and Managed Buildings that are Publicly Accessible

Commissioner Scirocco announced that Tim Wales, city engineer, will be creating an RFP for an assessment of publically accessible buildings for security of City owned and managed buildings.

PUBLIC SAFETY DEPARTMENT

Discussion and Vote: Authorization for the Mayor to Sign a Contract with Empire Ambulance Services, Inc. (18-080)

Commissioner Martin moved and Commissioner Madigan seconded to authorize the mayor to sign a contract with Empire Ambulance Service, Inc. for the leasing of space from the City of Saratoga Springs in the Westside Firehouse. This represents \$30,000 in revenue to the City and will be deposited in line A06442413.

Ayes – All

Discussion and Vote: Authorization for the Mayor to Sign a Letter of Commitment for a Grant from the Capital District Transportation Corporation to Hold a Complete Streets Technical Workshop in Saratoga Springs (18-081)

Commissioner Martin moved and Commissioner Madigan seconded to authorize the mayor to sign a letter of commitment in order to obtain a grant from the Capital District Transportation Committee to host a Complete Streets seminar.

Ayes - All

SUPERVISORS

Matt Veitch

Nothing at this time.

Tara Gaston

National Association of Counties

Supervisor Gaston reported the National Association of Counties is going on right now. Supervisor Veitch is in attendance.

2018 Legislative Agenda

Supervisor Gaston reported the 2018 Legislative Agenda passed at the County level. She and Supervisor Veitch voted against the Legislative Agenda as they felt it did not feel it would benefit the residents of Saratoga Springs.

Upcoming Committee Meetings

Supervisor Gaston reported some of their meetings have been changed. She advised people to check the web: www.saratogacounty.ny.gov.

ADJOURNMENT

There being no further business, Mayor Kelly adjourned the meeting at 9:02 p.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved: 3/20/18
Vote: 5 - 0