



April 6, 2020

CITY OF SARATOGA SPRINGS  
City Council Pre-Agenda Meeting  
Recreation Center  
15 Vanderbilt Avenue

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  
Maire Masterson, Deputy Commissioner of Accounts  
Eileen Finneran, Deputy Commissioner of DPS  
  
Vince DeLeonardis, City Attorney

**Transcriber's note:** this meeting is being conducted in accordance with Executive Order 202.1 and is a full transcript of the meeting.

**Transcript begins at 9:39 a.m.**

**Mayor Kelly:** Okay. Good morning. This is Monday, April 6<sup>th</sup> pre-agenda meeting. Tomorrow night there will be two public hearings. The first public hearing is to amend Chapter 225 of the City Code – Stop Intersection and Speed Limits outside District. And I will turn it over to Commissioner Dalton.

**Commissioner Dalton:** Oh. Yes. Sorry.

**Mayor Kelly:** Do you have anything to add to that Commissioner?

**Commissioner Dalton:** No, I don't.

**Mayor Kelly:** Okay. Alright. The second public hearing will be substantial amendment to City CDBG Entitlement Action Plan. The City of Saratoga Springs is proposing the addition of a new activity under the 2019 CDBG Action Plan. HUD defines this as 'substantial amendment'. Which requires a five-day public comment period and a public hearing. The amendment is to allow, is as follows: using federal funding awarded by HUD to our Community Block Grant Entitlement Program, the City proposes to assist Shelters of Saratoga with its efforts to move our homeless population, currently at Code Blue, from their congregate setting to the a local hotel. Funds will be reallocated from the Economic Development Revolving Loan Fund to this emergency priority project in the amount of \$61,950. The public hearing will close tomorrow night and we will be voting on this matter.

We have two executive sessions today and we'll hold those after this meeting. The first is regarding discussion regarding proposed, pending, or current litigation and the second item is discussions regarding matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of personnel. Is everyone in agreement to this after? Just give me nods, okay. Thank you.

Moving on to the consent agenda. Are there any edits to the consent agenda as published? Great.

On to the Mayor's Department. My first item is holding City Council meetings by Zoom. The City Council will be meeting via Zoom throughout this period of social distancing. Our meetings will be live-streamed and recorded on the website as always. Members of the public can participate in the Public Hearings via Zoom. Public comments can be sent to the Council via e-mail [public.comment@saratoga-springs.org](mailto:public.comment@saratoga-springs.org). Visit our website to find out how you can stay connected and attend from home.

My second item is an announcement; the 2020 Census Self-Reporting Reminder. On March 12th, the US Census Bureau began mailing out invitations to citizens to participate in the 2020 Census. By April 1, 2020, every home will have received an invitation to participate in the 2020 Census. You will have three options to for responding – online, by phone, or by mail. The City of Saratoga Springs' current self-response rate is about 33%. New York State's self-response rate is currently at 28%. We are head of the statewide average, but we would like to see that rate increase more. For census information, or to complete your census, please visit [2020census.gov](http://2020census.gov).

My third item is an announcement - Bronze Certified Climate Smart Community.

My fourth item is proclamation: Federal Fair Housing Month. April is Federal Fair Housing Month, which the City with its annual proclamation. I have attached this to the agenda.

My fifth item is discussion and vote: Civil Service Commission appointment. Tomorrow night I will recommend Deidre Ladd for Civil Service Commission. She will be completing the term for a member who resigned. This term will run from 04/08/20 to 05/20/20. Deidre is a city resident who meets the requirements of eligibility for the Civil Service Commission.

My sixth item is a resolution, discussion and vote – resolution authorizing NYS DOT Master Agreement for Saratoga Springs Sidewalks Missing Links Program. If this resolution is adopted, the New York State Department of Transportation will provide approved Federal funding reimbursements to the City for the Design work to be accomplished on the federally funded local project. The City already accepted the grant funding and completed a budget transfer. The money is allocated to this project. The resolution and master agreement need to be adopted as written.

My seventh item is discussion and vote - authorization for mayor to sign NYSEDA Modification 3 to Agreement 39520 (Cleaner, Greener Communities Grant), funding for the Unified Development Ordinance. The current duration of this grant lasts until 01/31/2020. The modification in question will allow an extension of time for the project to be completed up to 3/31/2021.

My next item, my next three items on the agenda will be discussed by Vince DeLeonardis in detail. I'll read the items off and then Vince will go through each item. The first item is discussion and vote – SEQRA Lead Agency for easement agreement between Franchise Oversight Board and the City of Saratoga Springs. The next item will be discussion and vote - authorization for the mayor to sign easement agreement between NYS Franchise Board for Henning Road Property for Fire/EMS Facility. And the last item will be discussion and vote - authorization for mayor to sign cost reimbursement and escrow agreement with the NYS Franchise Oversight Board. And at this time I will turn it over to Vince DeLeonardis.

**Commissioner Madigan:** Am I muted? I don't, I don't like us being muted.

**Vince DeLeonardis:** Can you hear me mayor?

**Commissioner Dalton:** I think we're not we're un-muted now Michele I think. I would just say everyone should mute themselves if they're not talking.

**Commissioner Madigan:** Yeah, and when you want to talk we should un-mute. But having the whole Council muted during a meeting. There are a couple things I wanted to say but didn't have a chance. You can hear me Robin?

**Commissioner Scirocco:** I can hear ya.

**Vince DeLeonardis:** Can you hear me mayor? You can hear me commissioner?

**Commissioner Scirocco:** Yes. I can hear you Vince.

**Vince DeLeonardis:** Okay. Thank you. For tomorrow evening, for tomorrow evening we have three items on the agenda as the mayor indicated. You'll recall at the last City Council meeting, ah, the Council sought SEQRA Lead Agency. We have since heard back from the State of New York acting by and through the Franchise Oversight Board that they are deferring SEQRA Lead Agency so we tomorrow evening we will conduct the environmental assessment analysis. The mayor did complete Part 1 and execute Part 1 of the SEQRA analysis which has been uploaded for your review. So tomorrow we'll go through that as well as part 2 and part 3. And depending on how the SEQRA analysis turns out, we also have on the agenda the easement agreement; which I indicated at the last Council meeting is proposed to be a perpetual and exclusive easement agreement. And following that, we will have the escrow agreement which is the requirement that we provide, ah, a certain amount of money into an escrow account to enable, ah, OGS to oversee the ultimate construction of the firehouse which is to be developed. So I don't know if there are any questions now but tomorrow I'm going to go into that in much greater detail.

**Mayor Kelly:** Vince, I, I would just suggest that you don't say OGS. Don't use acronyms cause people don't know what that is. So just put in your notes read it out – Office of General Services. Did he hear me?

**Vince DeLeonardis:** Did you say something? What did you say by the way?

**Mayor Kelly:** Don't use acronyms. Okay. So you said OGS – Office of General Services. No that's it, I don't need anything else.

Am I un-muted Lisa? Okay. So does anyone have any questions on that stuff? Can you hear me? Just give me nods if I ask 'cause I can't see you like and touch you. So you just have to give me the nods. Okay. So that I believe concludes my agenda and we'll move on to Accounts.

So John Franck is not with us quite yet so I'm going to read his one item. And it's a award of bid – extension of bid for medical supplies to BoundTree Medical, Henry Schein, and Michael Moore Medical. And that's it. On to finance. Commissioner Madigan.

**Commissioner Madigan:** Thank you mayor. Can you hear me everyone?

**Mayor Kelly:** I can.

**Commissioner Madigan:** Okay. So, the first item is a presentation - update: Finance Department – VLT, Financial Projections, and Processes. I guess everyone knows, but I'm also pleased to announce, and will announce this tomorrow evening as well, that the final vote on the New York State 2020 – 2021 budget has been taken. And VLT aid to the City of Saratoga Springs and all municipalities outside of Yonkers has been restored to amounts budgeted, which for us is \$2.3 million. It's really terrific this has happened. I want to thank the entire Council, mayor, Commissioner Dalton, but the entire Council. We did a lot to work on getting this VLT restored. It's really going to help us. I mean it became doubly important with the COVID-19 related fiscal uncertainties, so I know it's \$2.3 million dollars. I also want to make sure we thank Assemblywoman Carrie Woerner because she was critical to getting this revenue stream for the City reinstated in the budget. So, I'll also be updating the Council on other financial projections, payroll processes, capital budget outlook, and other City funds tomorrow night.

Item number two is an announcement about late fees for City, County, and delinquent school taxes. I'm still searching for ways to accommodate tax payers during this time. We've looked into waiver of fees and penalties as they relate to tax bills, but so far our legal research shows the City has no authority to waive these fees even during a State of Emergency. The only entity that I can find right now that can do that is the governor. I'll hopefully have more information tomorrow night, but I thought we should let the public

know your taxes are due I cannot, we cannot waive late fees at this point in time. Which is the main thing that I want to get out to the public unless the governor put something in place that allows municipalities to do so during the State of Emergency.

My item number three is a discussion and vote – it's a contract termination.

Item number four is a discussion and vote - approval to pay invoices in the amount of \$1,500.00 to LookTV. These charges were accrued after its 2019 contract expired and before the 2020 contract was in place. This is not in compliance with the City purchasing policy, but services were provided by them. We tried hard to get that contract on the agenda, but due to much, many issues, putting that information together it came late. So, I'm going to ask Council to approve the payment.

My remaining items are budget transfers and amendment; items 5, 6, and 7. And that will complete my agenda. Thank you mayor.

**Mayor Kelly:** Thank you commissioner. On to Public Works.

**Commissioner Scirocco:** Thank you mayor. Um, can everybody hear me?

**Mayor Kelly:** I'm going to let you know John Franck has joined the meeting. I don't see him on my screen yet. Oh, there, let's see there you are. Hey, John, how are you? Can you hear us? Can you hear us? Can you hear me know?

**Commissioner Franck:** I can hear you. Can you hear me?

**Mayor Kelly:** Yes I can, thank you.

**Commissioner Franck:** Yeah, I'm having trouble getting in.

**Mayor Kelly:** That's okay. We're just going to uh, public works agenda.

**Commissioner Franck:** Okay. Thank you.

**Mayor Kelly:** Go ahead, uh, Commissioner Scirocco.

**Commissioner Scirocco:** Thank you mayor. The first item on my agenda is discussion and vote. This is authorization for the mayor to sign change order number one with Mid-State Industries for the Canfield Casino project. Again, this is for the cupolas. Apparently there was more work on the cupolas that needed to be done than we actually thought. So, it's for that. I'll have more information on that tomorrow night too.

**Mayor Kelly:** Okay.

**Commissioner Scirocco:** Second item on my agenda is discussion and vote – authorization for mayor to sign change order number two with Upstate Companies, LLC for the DPW dispatch building. This change order is for an upgrade in the flooring over there. We did get a credit for the initial flooring that was spec'd out. But apparently the flooring wasn't gonna, it wasn't gonna suffice. So, they had to put a different type, a different type of flooring down. We ran into the same problem, I believe, in City Hall on the first floor and then the basement there.

Third item on my agenda is discussion and vote – authorization for the mayor to sign change order number one with George Martin and Sons for the DPW dispatch building. Again, there's one, two, three, four, five, five separate change orders in there. This is distributed with the with the agenda. And that is in the amount of \$5,767.36 and it's for additional work that had to be done over there. In the DPW dispatch building.

Fourth item on my agenda is authorization for the mayor to sign the intermunicipal agreement between Saratoga County and the City of Saratoga Springs for the management of single-stream recyclables collection. Again, this is the contract with the County. We have an agreement with them. We manage the recycling, recyclable, collection part of the transfer station and they pay the City \$35,000 per year.

Fifth item on my agenda is a discussion and vote – and this is authorization for the mayor to sign change order number 8 through 12 with DLC Electric. Again, this is for the City Hall renovation, electric. Again, and these are for different additions that had to be re-worked for the City Hall project. Again that was that was distributed with agenda. I don't know if there are any questions on any of that in there. Again, I'll have more information on that tomorrow night.

I want to add one, one item to my agenda and that item would be the discussion and vote to for the mayor authorization for the mayor to sign a contract with the Greenridge Cemetery Association for works that has to be done at in the City, the Saratoga City portion of the Greenridge Cemetery, that's owned by the City. And we have an agreement we set up them every year, so, I do have the contract and I 'cause I didn't put this – I do have the contract and the insurance and I'll get it over to you so you can, everyone can take a look at it. Okay?

**Mayor Kelly:** Great. Thanks commissioner.

**Commissioner Scirocco:** If there are no questions, then that completes my agenda.

**Mayor Kelly:** Commissioner Madigan do you have a question?

**Commissioner Madigan:** I do. Is the contract for the same amount as it was last year? I know we do this every year.

**Commissioner Scirocco:** It's there is a 5% increase due to the minimum wage and I guess just operating costs. I think it's like \$1,300 more. Something like that. It was from 2756250 to 2894062.

**Mayor Kelly:** Any other questions? Thank you commissioner and we'll move on to public safety, Commissioner Dalton.

**Commissioner Dalton:** Thank you mayor. The first item on my agenda is a virus update and that will be from um, incident commander Joe Dolan. So, I'll have that for you tomorrow night.

The second item on my agenda is discussion and vote – approval to pay invoice uh, to VRS Sales Limited in the amount of \$2,382.10 that is for fire truck maintenance and there was just a few things that needed to be fixed and it went over the 1499 threshold.

The third item on my agenda is discussion and vote – the authorization for the mayor to sign contracts with Bound Tree Medical, Henry Schein, and McKesson for emergency medical supplies. Those are all for the Fire Department.

Item four is discussion and vote – amend chapter 225 of the City Code section 225-77 schedule seven, stop intersections. Which is you mentioned before the public hearings.

And then the fifth item is discussion and vote – amend chapter 225 – 12B and 225 69 of the City Code. Outer speed limits, speed limits in the outer district.

And then number six is discussion and vote approval to encumber the 2019 capital funds to the 2020 capital budget. Those are for the Police Department radio system. And that concludes the items on my agenda.

**Mayor Kelly:** Okay commissioner I have one question. On and this this is for you Commissioner Franck too. So, if you both can listen up. We had an award of bid and it says extension of bid for medical supplies

to Bound Tree Medical, Henry Schein, and Moore Medical and then so Commissioner Dalton you had McKesson.

**Commissioner Dalton:** I have McKesson on mine but I will double check.

**Mayor Kelly:** So I'm being told by Lisa Ribis, our clerk, that is McKesson. We'll change that on the Accounts just to make sure we are all on the same page. Thank you all.

So, supervisors have a couple items. Supervisor Veitch, county, Saratoga County COVID-19 response update is the first item. The second item is County Public Safety building update. Supervisor Gaston has her first item as county meetings. Second item is COVID-19 update and the third item is public forum.

**Mayor Kelly:** So, at this time I would move that the City Council go into executive session to discuss issues regarding proposed, pending or current litigation is the first item. And the second item is discussions regarding matters leading to appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of person personnel. This is a motion, is there a second? Is there a second?

**Commissioner Scirocco:** Second.

**Mayor Kelly:** Thank you. All those in favor say aye.

**Commissioner Franck, Commissioner Scirocco, Commissioner Madigan, Commissioner Dalton:**  
Aye

**Mayor Kelly:** We are now in session.

\*\*Council moved to executive session at 10:00 a.m.

\*\*Council returned from executive session at 10:30 a.m.

**Mayor Kelly:** Okay. We are back from executive session. We have I believe Commissioner of Finance will be adding one item to her agenda. And I also want to make a comment about the public hearings. The Commissioner of Public Safety, Commissioner Dalton will be separating out so there will be three public hearings; two for public safety. Do you want to add that? Do you know what that is at this time Commissioner Dalton?

**Commissioner Dalton:** Yeah. The two public hearings are just one's on the intersections and the stop signs and then the other one is for the speed limits in the outer districts. They're both traffic related but we'll just we'll talk about it as two.

**Mayor Kelly:** We'll separate those out. So, without any other questions from the Council?

**Commissioner Franck:** Mayor, just as a reminder that you had brought up that we are adding the award of bid for McKesson on our agenda.

**Mayor Kelly:** Okay. Yup.

**Commissioner Madigan:** Contract termination that is on my agenda doesn't say with who.

**Mayor Kelly:** Okay. So John Franck, I think that we just had the wrong name on that.

**Commissioner Franck:** Correct. We're just going to adjust that on the agenda by noon today.

**Mayor Kelly:** Great. Thank you. Commissioner Madigan did you have something to say?

**Commissioner Madigan:** The contract termination is already on my agenda. I just don't have the name of the company.

**Mayor Kelly:** Okay. Thank you commissioner. Any other business? Thank you all. It was a great start. We are adjourned.

**Transcription ended at 10:31 a.m.**

**Respectfully submitted,**

**Lisa Ribis  
Clerk**

Approved: 5-5-20  
Vote: 5 - 0