



April 17, 2017

CITY OF SARATOGA SPRINGS
City Council Pre-Agenda Meeting
9:30 AM

PRESENT: Joanne Yepsen, Mayor
Anthony Scirocco, Commissioner of DPW
Christian Mathiesen, Commissioner of DPS

STAFF PRESENT: Meg Kelly, Deputy Mayor
Susan Armstrong, Deputy Commissioner, Finance
Maire Masterson, Deputy Commissioner, Accounts
Eileen Finneran, Deputy Commissioner, DPS

Vince DeLeonardis, City Attorney

EXCUSED: John Franck, Commissioner of Accounts
Michele Madigan, Commissioner of Finance
Frank Coppola, Jr., Deputy Commissioner, DPW
Matthew Veitch, Supervisor

SUPERVISORS: Peter Martin, Supervisor

CALL TO ORDER

Mayor Yepsen called the meeting to order at 9:39 a.m.

PUBLIC HEARINGS

1. Pitney Meadows Community Farm PUD

Mayor Yepsen stated that this has gone through the Planning Board process and now a public hearing is required. Brad Birge, Director of the Office of Planning and Economic Development (OPED) advised that this is a public hearing that relates to a zoning amendment regarding that portion of the Pitney Farm property north of the railroad spur right of way, the little triangular section is what they are identifying that is currently zoned residential and they are going through the process to change it to a planned unit development to accommodate the mixed type of uses that will happen over there including community plots, some small retail and educational aspects. This has gone through the normal zoning amendment process including the City and County Planning Boards. The City Planning Board provided a lengthy explanation as to why a PUD is appropriate here to allow this to move forward. We are required to hold a public hearing and following the close of the public hearing, the next step is to move forward with the SEQR determination and there is the long form, along with the archeological and traffic studies that have been completed and uploaded and if desired, following the SEQRA determination, the Council can move forward on the action itself.

2. Capital Budget Amendment to Use Open Space Bond Funds to Purchase Property

Mayor Yepsen said the next public hearing is scheduled for 6:55 pm for a capital budget amendment to use open space bond funds to purchase a portion of the Tommell property along Loughberry Lake and it is on the agenda for discussion and vote. Brad Birge, OPED, explained that there are three items relating to this. Mr. Tommell has requested a lot line adjustment to sell off two acres of his property that is directly

adjacent to Loughberry Lake. He has offered to sell that parcel to the city for access and to protect portions of the City's water source. This has gone before the City's Real Estate Committee and they recommend that the city make this purchase. Brad Birge advised that following this public hearing, the related items on the agenda are the approval to use open space bond funds to purchase the property, the SEQRA determination, and the authorization for the Mayor to sign the purchase contract.

EXECUTIVE SESSION: Litigation Strategy: Geysers Road Projects

Mayor Yepsen stated that she was hoping to hold the entire executive session this morning but since two City Council members are absent, she will wait until the end of this meeting and begin the conversation with the option of continuing the executive session during the City Council meeting.

PRESENTATION

1. Mayor Yepsen said there are no presentations scheduled

CONSENT AGENDA

1. Approval of 4/3/17 Pre-Agenda Meeting Minutes
2. Approval of 4/4/17 City Council Meeting Minutes
3. Approve Budget Amendments – Increases
4. Approve Payroll: 04/07/2017 \$453,391.72
5. Approve Payroll: 04/14/2017 \$449,250.60
6. Approve Resolution for Use of Insurance Reserve #4
7. Approve Warrant: 2017 – 17APR2: \$1,471,862.61
8. Approve Warrant: 2017 – Mid-17MWAPRq:\$124,989.66
9. Approve Budget Transfers-Regular

No comments.

MAYOR'S DEPARTMENT

Discussion and Vote: Saratoga Springs Housing Authority Board

Mayor Yepsen advised that she is requesting city Council approval to reappoint Joy King to the Saratoga Springs Housing Authority because her term has expired.

Discussion and Vote: 2017 Camp Saradac Trip and Program Approvals

No Comments

Discussion and Vote: Approval of the 2017 Camp Safety Plan

No Comments

Discussion and Vote: Authorization for the Mayor to Sign the 2017 State of New York Department of Health Renewal Application for a Permit to Operate Camp Saradac

No comments.

Announcement: Saratoga Springs Recreation Programs and Leagues

Discussion and Vote: Authorization for Mayor to Sign Contract with ESI Group – Total Care EAP

No comments.

Discussion and Vote: Authorization for Mayor to Sign Contract with ESI Group – Public Safety EAP

No comments

Discussion and Vote: SEQRA Determination for the Purchase of Tommell Property

Brad Birge clarified that this is the Loughberry lake property acquisition and only requires a short form for SEQR.

Discussion and Vote: Approval to Utilize \$135,000 of Open space Bond funds to Purchase the Tommell Property on Loughberry Road along with up to \$5,000 for Associated Expenses

No comments

Discussion and Vote: Authorization for Mayor to sign Purchase Contract for Tommell Property

No comments

Proclamation: Arbor Week 2017

No comments

Proclamation: Fair Housing Month 2017

No comments

Discussion: NYRA and NYS Budget Update by Assemblywoman Carrie Woerner

Mayor Yepsen said she will be adding the following items to her agenda:

Discussion and Vote: Authorization for Mayor to sign Contract with Public Sector HR Consultants, LLC

Discussion and Vote: SEQRA Determination on Proposed Pitney Meadows Community Farm PUD

Discussion and Vote: Approve Proposed Pitney Meadow Community Farm PUD

Commissioner Mathiesen asked for clarification if the Mayor was going back to having an HR firm again instead of hiring an HR Administrator. Mayor Yepsen explained that Deputy Mayor Kelly has been through a lot of interviews to bridge the gap between the resignation of our HR Director and advising the best way to look for a new one. Deputy Mayor Meg Kelly explained that they put out an RFP and have interviewed several HR consultants that responded to the RFP. They have chosen Public Sector Consultants LLC because they came in with a great plan for up to one year. they are going to help the City hire an HR person and create a personnel department starting with encouraging a team format. She explained that the firm is highly qualified and their references have been checked; this company has worked with many municipalities around the capital district and further.

Commissioner Mathiesen asked what happens if you hire an HR Director within the year, what happens to this contract since it is up to one year. Deputy Mayor Kelly responded that we hope to hire someone very soon; we want someone in-house to train with the Public Sector Consultants, LLC. Most of the consultants' work will be heavily concentrated in the first few months with decreased activity as time goes on.

Commissioner Scirocco asked if the creation of a personnel department would involve bringing in additional staff. Deputy Mayor Kelly advised that it would involve combining existing people, centralizing the process. Commissioner Scirocco asked to see the proposal. Deputy Mayor Kelly said that there is no proposal yet, it is too early in the process. She said nothing has been done yet; we are looking to do this slowly, to integrate Civil Service and Human Resources slowly. The previous HR person was isolated and it has been clearly made evident that there were issues. Commissioner Scirocco said that HR and Civil

Service have always worked together. Mayor Yepsen said she intends to meet with each Commissioner to discuss ideas because this is the beginning of the process. She said that the last time they searched for an HR Director, it took over one year because we had trouble locating people that were qualified, so with the assistance of the consultants, we are examining the job description and the hope is that this consultant can help us advertise it in the appropriate places to help the City find qualified people that know the public sector. Secondly, the Executive Secretary of Civil Service is planning to retire in the next 18 months so we are trying to plan in advance and come up with a way for both offices to work more closely together. At this juncture, we are gathering ideas. Mayor Yepsen stated that the City Council would be asked to preview and eventually approve any plan, proposal or other resulting products. Deputy Mayor Meg Kelly said that these ideas came up through the interviews of potential consultants and each explained that HR and Civil Service offices typically work closely together in the public sector.

Commissioner Mathiesen said a consultant would help us determine the appropriate salary range for a qualified HR Director as well because that has been a hurdle before. Mayor Yepsen said we will examine what our competitors are doing. Deputy Mayor Meg Kelly said that the first thing consultants recommended was to create an updated employees' HR handbook and this should be done before an HR Director is hired. Mayor Yepsen said that all consultants recommended this. Commissioner Scirocco suggested that the city Council should be able to examine all paperwork and the draft handbook before it comes to the table. Mayor Yepsen agreed; she clarified the City Council must review and approve the updated handbook before it can be considered official.

ACCOUNTS DEPARTMENT

Discussion and Vote: Authorization for Mayor to Sign change Order 1 with Adirondack Security

No comments.

Announcement: Grievance Class – May 9, 2017

Deputy Commissioner Masterson said this is an annual class.

Award of Bid: Pipes, Fittings, Hydrants and Valves to Ferguson Waterworks

No comments

Deputy Commissioner Masterson announced there is an addition of a fourth item to the agenda at the request of the Mayor's office as follows:

Award of Bid: Human Resources Consulting Services to Public Sector HR Consultants LLC

FINANCE DEPARTMENT

Announcement: Smart City RPI Students Public Presentation Meeting April 25th, 6:30 pm Music Hall (Parking, Public Wi-Fi, Makers space and More)

No comments.

Discussion and Vote: Budget Transfers – Payroll

No comments.

PUBLIC WORKS DEPARTMENT

Discussion and Vote: Accept Donation from Sustainable Saratoga – Trees

Commissioner Scirocco explained that 40 trees have been donated by sustainable Saratoga; the total value is \$5,000.

Discussion and Vote: Approval to pay invoice to Alpine environmental Services, Inc.

Commissioner Scirocco advised that this is for work that has been done at the Casino in the park; there were \$1,000 in additional charges for air quality testing because they found some asbestos in the cornices.

PUBLIC SAFETY DEPARTMENT

Discussion and Vote: Authorization for Mayor to sign contract with Matt's

Commissioner Mathiesen informed the Council that the agreement is for towing services.

Discussion and Vote: Authorization to Pay Arrow Invoice

Commissioner Mathiesen advised that the invoice is for medical supplies.

Discussion and Vote: Authorization for Mayor to sign agreement with Aaron Moore

Commissioner Mathiesen stated this involves the disposition of a police horse.

SUPERVISORS

Matthew Veitch

Sewer Incident in the Town of Ballston

Supervisor Peter Martin explained that this item is in regards to the incident last week when a young person fell into the sewer line.

NYRA Local Advisory Board

No comments

NYRA Re-Privatization in State Budget

Supervisor Peter Martin said this may tie in with Carrie Woerner's presentation.

State Budget County Municipal Consolidation Plans

No comments

County DPW Funding

No comments

Kinns Road Park, Town of Clifton Park

No comments

Peter Martin

Report: Senior Advisory Committee

Supervisor Martin stated this is a report on recent activities of the committee.

Report: Public Health

Supervisor Martin said he will be reporting on a recent meeting.

Equalization and Assessment

No comments

Report: Veterans

Supervisor Martin advised that this is a report on the Veterans' Committee.

EXECUTIVE SESSION

Mayor Yepsen moved and Commissioner Mathiesen seconded to adjourn to Executive Session for discussion on Litigation Strategy: Geyser Road Projects.

The City Council adjourned to Executive Session at ___ am.

The City Council returned from Executive Session at 10:25 am. No decisions were made.

RE-CONVENE

Mayor Yepsen reconvened the City Council meeting at 10:26 am.

ADJOURN

Since there was no further business or discussion, Mayor Yepsen adjourned the meeting at 10:26 a.m.

Respectfully submitted,

Nancy Wagner
Clerk

Approved: 5/2/17
Vote: 5 - 0