



April 30, 2018

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

PRESENT: Meg Kelly, Mayor
Michele Madigan, Commissioner of Finance
John Franck, Commissioner of Accounts
Peter Martin, Commissioner of DPS

STAFF PRESENT: Lisa Shields, Deputy Mayor
Mike Sharp, Deputy Commissioner, Finance
Maire Masterson, Deputy Commissioner, Accounts
John Daley, Deputy Commissioner, DPS

Vince DeLeonardis, City Attorney

EXCUSED: Anthony Scirocco, Commissioner of DPW

Joe O'Neill, Deputy Commissioner, DPW

Matthew Veitch, Supervisor
Tara Gaston, Supervisor

CALL TO ORDER

Mayor Kelly called the meeting to order at 9:31 a.m.

PRESENTATION

1. 2017 Preliminary Financial Report – Commissioner Madigan advised this is a preliminary report as it is unaudited. The City has had another healthy year.
2. Charter Review Commission Update

CONSENT AGENDA

1. Approval of 4/16/18 Pre-Agenda Meeting Minutes
2. Approval of 4/17/18 City Council Meeting Minutes
3. Approve Budget Amendments – Regular (Increases)
4. Approve Budget Transfers - Regular
5. Approve Payroll 4/20/18 \$494,347.00
6. Approve Payroll 4/27/18 \$493,739.91
7. Approve Warrant - 2018 – 18MWAPR3 \$722,950.49
8. Approve Warrant - 2018 – 18MAY1 \$502,883.98

No comments.

MAYOR'S DEPARTMENT

Discussion and Vote: Approval of 2018 Entitlement Action Plan (CDBG)

No comments.

Proclamation: SEDC 40th Anniversary

No comments.

Proclamation: Bike to Work Day

No comments.

Discussion and Vote: Authorization for the Mayor to Sign Memorandum of Agreement to the Fire Administrative Contract

Mayor Kelly advised this is a minor correction to the document.

Discussion and Vote: Authorization for Mayor's Signature on Intermunicipal Agreement with Saratoga County Animal Shelter 2017-2018

Mayor Kelly stated this covers service for the City and expects the invoice soon. She would like to move this to the Consent Agenda.

Discussion and Vote: Authorization for Mayor's Signature on Intermunicipal Agreement with Saratoga County Animal Shelter 2018 – 2019

Mayor Kelly stated she would also like to move this item to the Consent Agenda.

Discussion and Vote: Approval to Pay Invoice for Chazen Engineering Land Surveying & Landscaping Architecture

Mayor Kelly advised Chazen had provided engineer service prior to her department having a purchase order created. She would like to move this item to the Consent Agenda.

Discussion and Vote: approval to Pay Invoice for GPI

Mayor Kelly advised Green-Pedersen provided design services prior to her department having a purchase order created. She would like to move this item to the Consent Agenda.

Discussion and Vote: Approval to Pay Invoice for Miller, Mannix, Schachner & Hafner, LLC

Mayor Kelly advised legal services were provided for Geysers Road prior to her department having a purchase order created. She would like to move this item to the Consent Agenda.

ACCOUNTS DEPARTMENT

Award of Bid: City Building Security Study to Secure Watch24, LLC

No comments.

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

No comments.

Award of Bid: Extension to BPI Mechanical Services, Inc. for DPS

No comments.

Announcement: Grievance Class – May 8, 2018 at 5:30 PM

Commissioner Franck advised the class will be held in the City Council Room.

Announcement: Grievance Day – May 22, 2018

No comments.

FINANCE DEPARTMENT

Discussion and Vote: Authorization for the Mayor to Sign Addendum to Audit Services Agreement with BST

Commissioner Madigan advised the Finance Department was tasked earlier this year with an internal audit project which put a strain on her department's resources. In order to stay on schedule with the annual audit she requested the auditors put in a proposal for additional services which is for an amount that will not exceed \$5,000. This will increase their original contract for 2017 but will not exceed \$41,000.

Discussion and Vote: Resolution for Non-Union Full Time Personnel

Commissioner Madigan advised the update to the resolution includes an increase in the human resource base salary.

Discussion and Vote: Budget Amendment – Assignment Refund of Prior Year Taxes

Commissioner Madigan advised the budget amendment was previously approved on 11/6/17 for the settlement of an Article 7.

Discussion and Vote: Budget Transfer – Contingency Increase

Commissioner Madigan advised this transfer is to move funds from the Civil Service budget to the contingency budget. She sent a memo to the Council and Civil Service last week about this.

Discussion and Vote: Budget Transfer – Contingency

No comments.

Discussion and Vote: Budget Transfers – Payroll

No comments.

Commissioner Madigan added 2 items to her agenda: Announcement: Cyber Security Training; and Announcement: Commissioner Madigan Will Not Be at First Meeting in June.

PUBLIC WORKS DEPARTMENT

Mayor Kelly read the following items on Commissioner Scriocco's agenda into the record:

1. Discussion and Vote: Sick Bank Request
2. Discussion and Vote: Approval to Pay Invoice to Ferguson Waterworks
3. Discussion and Vote: Establish Title & Grade for Department of Public Works Purchasing Coordinator
4. Discussion and Vote: Accept Donation from Saratoga Springs Preservation Foundation
5. Announcement: Tree City USA Celebration on Arbor Day

PUBLIC SAFETY DEPARTMENT

Discussion and Vote: Authorization for Mayor to Sign a Contract to Receive Stop DWI Crackdown Funding From Saratoga County Stop DWI

No comments.

Discussion and Vote: Authorization for the Mayor to Sign a Contract with BPI Mechanical Services, Inc.

Commissioner Martin would like to move this item to the Consent Agenda.

Discussion and Vote: Establishment of a New Position

Commissioner Martin advised they are looking to update the description of Mark Benaquista's position. This has not been done for many years.

SUPERVISORS

Mayor Kelly advised nothing has been received from the supervisors for their agendas.

EXECUTIVE SESSION

Mayor Kelly moved and Commissioner Franck seconded to move into executive session for an Article 7 settlement and personnel matters in the Accounts and Mayor's Departments at 9:44 a.m.

Ayes – All

Council returned at 10:51 a.m.

Commissioner Franck advised he will be adding 2 items to his agenda as a result of the executive session.

Commissioner Martin advised he is adding an additional item to agenda: Discussion and Vote: Authorization to Sign Change Order for Police Department Dispatch in the Amount of \$32,603.30.

ADJOURN

Mayor Kelly adjourned the meeting at 10:53 a.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved: 5/15/18
Vote: 5 - 0