



July 7, 2020

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

**7:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO FLAG**

**PUBLIC COMMENT PERIOD / 15 MINUTES**

**CONSENT AGENDA**

1. Approval of 4-7-2020 City Council Meeting Transcript
2. Approve Budget Transfers - Regular
3. Approve Budget Amendments – Regular (Increases)
4. Approve Payroll 6/19/20 \$482,109.32
5. Approve Payroll 6/26/20 \$468,415.76
6. Approve Payroll 7/03/20 \$569,048.88
7. Approve Warrant – 2020 20MWJUN2 \$48,865.31
8. Approve Warrant – 2020 20MWJUL1 \$60,727.12
9. Approve Warrant – 2020 20JUL1 \$1,804,493.13

**MAYOR'S DEPARTMENT**

1. Announcement: Age-Friendly Survey for Saratoga County
2. Appointments: Community Development Citizens Advisory Committee
3. Discussion and Vote: Approval of the 2020 Recreation Summer Camp Personnel Hourly Wage Rates
4. Discussion and Vote: Approval of the Revised 2020 Standard Field Use Agreement, 2020 Saratoga Little League Field Use Agreement, 2020 Saratoga Miss Softball Field Use Agreement, and 2020 Saratoga/Wilton Youth Baseball Field Use Agreement
5. Discussion and Vote: Memorandum of Agreement Between the City of Saratoga Springs and The Capital District Transportation Authority Regarding Geyser Road and Route 50 Improvements
6. Discussion and Vote: Approval of Paper Street Conveyance and Authorization for Mayor to Sign Transfer Document
7. Discussion and Vote: Authorization for Mayor to Sign Deed for Sale of Workforce Housing Unit at 289 Jefferson Street Unit 18
8. Discussion and Vote: Authorization for Mayor to Sign Deed for Sale of Workforce Housing Unit at 289 Jefferson Street Unit 19

**ACCOUNTS DEPARTMENT**

1. Discussion and Vote: Accept Donation of Hand Sanitizer from Cooperstown Distillery
2. Award of Bid: Extension of Bid HVAC Services to BPI Mechanical for Department of Public Safety
3. Award of Bid: Extension of Bid Plumbing Services to BPI Mechanical for Department of Public Safety

4. Appointment: Joy King to Board of Assessment Review
5. Award of Bid: Sodium Hypochlorite to Surpass Chemical Co., Inc.

#### **FINANCE DEPARTMENT**

1. Discussion and Vote: Resolution: In Memoriam – Remijia A. Foy 1929 – 2020
2. Update: Finance Department – COVID-19 and City Finances
3. Discussion and Vote: Budget Amendments – Payroll
4. Discussion and Vote: Budget Transfers - Contingency

#### **PUBLIC WORKS DEPARTMENT**

1. Discussion and Vote: Authorization for Mayor to Sign Contract with Surpass Chemical Company, Inc. for Water Treatment Plant Chemicals
2. Discussion and Vote: Approval to Accept Donation from Saratoga Miss Softball

#### **PUBLIC SAFETY DEPARTMENT**

1. Announcement: Phase 4 Reopening
2. Announcement: Community Conversation
3. Discussion and Vote: Authorization for Mayor to Sign Amendment with Axon
4. Appointment: Complete Streets Advisory Committee
5. Discussion and Vote: Accept Donation for the SSPD K9 Unit
6. Discussion and Vote: Authorization for Mayor to Sign Contract Extension with BPI Mechanical Services for HVAC Services
7. Discussion and Vote: Authorization for Mayor to Sign Contract Extension with BPI Mechanical Services for Plumbing Services
8. Discussion and Vote: Authorization for Mayor to Sign Lease Agreement with Ricoh

#### **SUPERVISORS**

Matt Veitch

1. Saratoga County Reopening Committee Update

Tara Gaston

1. COVID-19 Update
2. Board of Supervisors Update

#### **ADJOURN**



July 7, 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  
Maire Masterson, Deputy Commissioner, Accounts  
Eileen Finneran, Deputy Commissioner, DPS

Vincent DeLeonardis

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.

**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.

Darlene McGraw of Saratoga Springs stated she believes there should be better accountability in our City. Roads are damaged and there is a lack of care of our infrastructure.

Mayor Kelly closed the public comment period at 7:03 p.m.

**CONSENT AGENDA**

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

1. Approval of 4-7-2020 City Council Meeting Transcript
2. Approve Budget Transfers - Regular
3. Approve Budget Amendments – Regular (Increases)
4. Approve Payroll 6/19/20 \$482,109.32
5. Approve Payroll 6/26/20 \$468,415.76
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**Ayes – All**

## **MAYOR’S DEPARTMENT**

### Announcement: Age-Friendly Survey for Saratoga County

Mayor Kelly advised this survey is from AARP. The goal is to receive age friendly certification from the World Health Organization. The survey is open until September and can be found on the Saratoga County Public Health and City of Saratoga Springs Facebook pages.

### Appointments: Community Development Citizens Advisory Committee

Mayor Kelly advised she is re-appointing Rich Ferguson from 7/7/20 – 7/7/23; re-appointing Pamela Polacsek from 7/7/20 – 7/7/23; appointing Alberto Matos from 7/7/20 – 7/7/23; and appointing Ray Ruiz from 7/7/20 – 7/7/23.

### Discussion and Vote: Approval of the 2020 Recreation Summer Camp Personnel Hourly Wage Rates (20-156)

Mayor Kelly advised they are looking to set the camp assistant director at \$20 per hour and the camp counselors at \$14 per hour. Positions are seasonal/part time.

**Mayor Kelly moved and Commissioner Dalton seconded to approve the 2020 recreation summer camp personnel hourly wage rates.**

**Ayes – All**

### Discussion and Vote: Approval of the Revised 2020 Standard Field Use Agreement, 2020 Saratoga Little League Field Use Agreement, 2020 Saratoga Miss Softball Field Use Agreement, and 2020 Saratoga/Wilton Youth Baseball Field Use Agreement (20-157)

Mayor Kelly advised the license agreements have been updated due to the reduction in the Department of Public Works workforce and the New York State guidelines related to COVID-19.

**Mayor Kelly moved and Commissioner Madigan seconded to approve the revised 2020 standard field use agreement, the 2020 Saratoga Little League Field Use Agreement, the 2020 Miss Saratoga Miss Softball Field Use Agreement, and the 2020 Saratoga/Wilton Youth Baseball Field Use agreement as included with this agenda.**

**Ayes – All**

### Discussion and Vote: Memorandum of Agreement Between the City of Saratoga Springs and The Capital District Transportation Authority Regarding Geyser Road and Route 50 Improvements (20-158)

Mayor Kelly stated CDTA is moving forward with constructing a new bus station on Geyser Road in support of the City's Geyser Road project. CDTA will reimburse the City for the construction of the new infrastructure and will be responsible for the maintenance of the new infrastructure.

**Mayor Kelly moved and Commissioner Madigan seconded to approve the memorandum of agreement between the City of Saratoga Springs and the Capital District Transportation Authority regarding Geyser Road and Route 50 improvements as included with this agenda.**

**Ayes - All**

Discussion and Vote: Approval of Paper Street Conveyance and Authorization for Mayor to Sign Transfer Document (20-159)

Vince DeLeonardis, city attorney, advised there is no address associated with the paper street. This issue received unanimous approval from the Real Estate Committee recommending the City make the conveyance. The paper street is a 14-foot wide strip that runs between Steele Street and Crescent Street and is situated between Adams Street and Jackson Street. All abutting property owners were notified and will receive a portion of this paper street. Bella Home Builders will be picking up the cost for this paper street, survey, and deed work. The conveyance will ultimately be subject to the Planning Board approval as it is before that board for a subdivision. The price for conveyance is \$8,365.30.

**Mayor Kelly moved and Commissioner Madigan seconded to approve the paper street conveyance and authorizes the mayor to sign transfer documents as included with this agenda.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Deed for Sale of Workforce Housing Unit at 289 Jefferson Street Unit 18 (20-160)

Mayor Kelly advised her signature is required to authorize the sale of the workforce housing unit at 289 Jefferson Street unit 18. The purchaser has been income approved by City staff.

**Mayor Kelly moved and Commissioner Franck seconded to authorize the mayor to sign a deed for sale of workforce housing unit at 289 Jefferson Street unit 18 as included with this agenda.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Deed for Sale of Workforce Housing Unit at 289 Jefferson Street Unit 19 (20-161)

Mayor Kelly advised the purchasers income has been approved by City staff.

**Mayor Kelly moved and Commissioner Franck seconded to authorize the mayor to sign a deed for sale of workforce housing unit at 289 Jefferson Street unit 19 as included with this agenda.**

**Ayes - All**

## **ACCOUNTS DEPARTMENT**

Discussion and Vote: Accept Donation of Hand Sanitizer from Cooperstown Distillery (20-162)

The City received another donation from Cooperstown Distillery of 50 – 64 oz. bottles of hand sanitizer. These bottles were distributed to departments within the City, Wesley, Senior Center, and Chamber of Commerce for downtown businesses use. Thank you again to Cooperstown Distillery.

**Commissioner Franck moved and Commissioner Dalton seconded to accept the donation of hand sanitizer from Cooperstown Distillery, a value of \$300.**

**Ayes – All**

Award of Bid: Extension of Bid HVAC Services to BPI Mechanical for Department of Public Safety (20-163)

**Commissioner Franck moved and Commissioner Dalton seconded to extend the bid for HVAC services to BPI Mechanical for the Department of Public Safety for an additional year under the same terms, conditions, and prices as in bid 2017-25.**

**Ayes - All**

Award of Bid: Extension of Bid Plumbing Services to BPI Mechanical for Department of Public Safety (20-164)

**Commissioner Franck moved and Commissioner Dalton seconded to extend the bid for plumbing services to BPI Mechanical for the Department of Public Safety for an additional year under the same terms, conditions, and prices as in bid 2017-13.**

**Ayes - All**

Appointment: Joy King to Board of Assessment Review

Commissioner Franck appointed Joy King to the Board of Assessment Review. Her term will run from October 1, 2020 through September 30, 2025.

Award of Bid: Sodium Hypochlorite to Surpass Chemical Co., Inc. (20-165)

**Commissioner Franck moved and Commissioner Scirocco seconded to award the bid for Sodium Hypochlorite to Surpass Chemical Co., Inc. for the amount stated in bid number 2020-12.**

**Ayes - All**

## **FINANCE DEPARTMENT**

Discussion and Vote: Resolution: In Memoriam – Remijia A. Foy 1929 – 2020 (20-166)

Commissioner Madigan read the following resolution into the record:

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

IN MEMORIAM  
REMIJIA A. FOY 1929-2020

WHEREAS, Remigia A. Foy, native Saratogian, scholar, educator, and former Saratoga Springs Commissioner of Finance, died in Saratoga Springs on June 30, 2020; and  
WHEREAS, Commissioner Foy served on this Council in two very different decades. When she first took office in the 1970s, Saratoga Springs was still a small city that transformed for a few weeks each summer. When she returned to office in 1990, the City had become a year-round center for tourism, business, industry, and the arts. Through all her years of service, she recognized the need to respond to our new-found progress, but she also understood the importance of preserving and protecting the history, tradition and character that make our city a special place; and  
WHEREAS, she served at a time when the number of women seeking public office was small, and in doing so she inspired many others. Many of the policies and programs she worked to establish in the Finance Department are still relied on today, and her work will continue to benefit Saratoga Springs for many years to come.  
NOW, THEREFORE, BE IT RESOLVED, that this City Council hereby honors the memory and the legacy of Commissioner Remigia A. Foy, and extends sympathy to her family.

**Commissioner Madigan moved and Commissioner Franck seconded to approve the resolution and memoriam, Remigia A. Foy, as included with this agenda.**

**Ayes - All**

Update: Finance Department – COVID-19 and City Finances

Commissioner Madigan reported COVID-19 cases have been steadily declining in New York and the governor has initiated a phased in reopening plan. The state has been divided into 10 regions and Saratoga Springs is in the Capital Region. The Capital Region is now eligible for phase 4 of the reopening plan. It will be months if not years before the economy re-establishes itself. From January to June, the City's reserves, assignments, and revenue collections have diminished and expenditures continue with the 2020 budget, which did not account for this. We absorbed this through May by using our fund balance and June was our breaking point. On June 30, 2020, the state released 80% (\$1.86 million) of the VLT money. We have stabilized the City's cash flow needs by obtaining a loan in the amount of \$6.3 million at an interest rate of 0.15% and must be repaid in June 2021. October 2020 we will have difficulties meeting payroll and warrant expenditures. Options to address the City's next cash shortfall include additional loans may be available, budget and deficiency notes, short-term bank loans, further expenditure cuts, employee negotiations, deferred raises, payment on a lag, retirements, and retirement incentives. There are several state programs that look promising.

The 2021 operating budget call letter went out and is included with the agenda. Reduction in revenue requires equal reduction in expenses. Revenue deficits for 2021 are projected to be about \$7.8 million. VLTs will remain a wild card, as casinos have not been allowed to open yet this year. We have reserves available that we will be using in the 2021 budget. Not much fund balance is expected to be available for use in the 2021 budget as we are using it to maintain our 2020 budget. A potential 5% tax increase has been considered. A tax increase of this amount would require an override of the property tax cap by a super majority Council vote. The total operating budget for 2021 is expected to be \$40.1 million.

Discussion and Vote: Budget Amendments – Payroll (20-167)

**Commissioner Madigan moved and Mayor Kelly seconded to approve the budget transfers – payroll as included with the agenda.**

**Ayes - All**

Discussion and Vote: Budget Transfers – Contingency (20-168)

Commissioner Madigan advised the transfer is for a deputy through the end of the year in the amount of \$40,000. The beginning balance in contingency is \$130,145.39 and following this approval there will be \$90,145.39 available. The deputy will be here on a part-time basis with no benefits.

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

**Ayes – 4**

**Nays – 1 (Commissioner Franck)**

**PUBLIC WORKS DEPARTMENT**

Discussion and Vote: Authorization for Mayor to Sign Contract with Surpass Chemical Company, Inc. for Water Treatment Plant Chemicals (20-169)

**Commissioner Scirocco moved and Commissioner Dalton seconded to authorize the mayor to sign a contract with Surpass Chemical Company, Inc. for sodium hypochlorite chemicals for the water treatment plant in the amount of \$34,120.**

**Ayes - All**

Discussion and Vote: Approval to Accept Donation from Saratoga Miss Softball (20-170)

Commissioner Scirocco advised Saratoga Miss Softball is donating a 24' x 12' x 60' double batting cage at Veteran's Memorial Park. The value of the donation is \$14,120.

**Commissioner Scirocco moved and Commissioner Franck seconded to accept the donation of \$14,120 for batting cages from Miss Softball.**

**Ayes - All**

## **PUBLIC SAFETY DEPARTMENT**

Announcement: Phase 4 Reopening

Commissioner Dalton advised phase 4 started last Wednesday. People are not complying with the governor's executive order to wear facemasks in public. The health risk is the number 1 concern. She constantly gets emails and phone calls complaining about the Police Department not enforcing the wearing of facemasks. The executive order does not give municipalities any enforcement measures to force people to wear a facemask. We cannot ticket them or fine them.

Mayor Kelly stated she agrees. She sees people wearing masks more in the daytime than at night.

Announcement: Community Conversation

Commissioner Dalton advised in response to the Black Lives Matter protest, they are holding a community conversation tomorrow evening at 5 p.m. via Zoom. They will discuss the future of the Police Department and answer any questions the public has about our Police Department and how we operate.

Discussion and Vote: Authorization for Mayor to Sign Amendment with Axon (20-171)

Commissioner Dalton stated this is for cameras in the interview rooms.

**Commissioner Dalton moved and Commissioner Madigan seconded to authorize the mayor to sign the amendment to the contract with Axon Enterprise, Inc.**

**Ayes - All**

Appointment: Complete Streets Advisory Committee

Commissioner Dalton appointed Erin Maziel to the Complete Streets Advisory Board. The term will expire 7/7/2022.

Discussion and Vote: Accept Donation for the SSPD K9 Unit (20-172)

Commissioner Dalton advised Holly Lucy Grande made a donation to our K9 Unit.

**Commissioner Dalton moved and Mayor Kelly seconded to accept the donation to our K9 Unit from Holly Lucy Grande in the amount of \$500.**



**Aye - All**

Discussion and Vote: Authorization for Mayor to Sign Contract Extension with BPI Mechanical Services for HVAC Services (20-173)

Commissioner Dalton advised this a contract extension for HVAC services for the Public Safety Department.

**Commissioner Dalton moved and Commissioner Madigan seconded to authorize the mayor to sign the contract extension with BPI Mechanical Services.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Contract Extension with BPI Mechanical Services for Plumbing Services (20-174)

Commissioner Dalton advised this is a contract extension for plumbing services for the Public Safety Department.

**Commissioner Dalton moved and Commissioner Madigan seconded to authorize the mayor to sign the contract extension with BPI Mechanical Services.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Lease Agreement with Ricoh (20-175)

Commissioner Dalton stated this agreement is for the repair and maintenance of 2 copiers in the Police Department.

**Commissioner Dalton moved and Commissioner Scirocco seconded to authorize the mayor to sign the lease agreement with Ricoh.**

**Ayes - All**

\*The Council took a break at 7:42 p.m.

The Council returned and resumed the meeting at 7:44 p.m.

**SUPERVISORS**

Matt Veitch

Saratoga County Reopening Committee Update

Supervisor Veitch reported they have met 2 times since the last City Council meeting. The cases of COVID-19 remained steady at the end of June and since phase 4 has started, they have seen a small spike in the number of cases. The Sheriff's Department has been receiving 50 – 60 calls per week regarding people not social distancing and not wearing masks. Todd Shimkus from the Chamber and Sheriff Zurlo made a short educational video on wearing masks and the issues surrounding it. The County is going to purchase masks to assist small businesses and the public in general. They too are trying to figure out ways to get people to wear masks.

Tara Gaston

COVID-19 Update

Supervisor Gaston reported there are 40 active cases in the County. The County and Saratoga Hospital have reached an agreement regarding the rapid testing. This will allow them to test, contact the patient, and trace much faster than they are now. The machine will provide results within 24 hours.

Board of Supervisors Update

Supervisor Gaston reported they will be starting in-person meetings again this month.

**ADJOURNMENT**

There being no further business, Mayor Kelly adjourned the meeting at 7:53 p.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved: 8/4/2020  
Vote: 4 - 0