



August 17, 2020

CITY OF SARATOGA SPRINGS
City Council Pre-Agenda Meeting
Canfield Casino
1 E. Congress Street
9:30 AM

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
Deidre Ladd, Deputy Commissioner, Finance
Maire Masterson, Deputy Commissioner, Accounts
Joe O'Neill, Deputy Commissioner, DPW
Eileen Finneran, Deputy Commissioner, DPS

Vince DeLeonardis, City Attorney

EXCUSED: Matthew Veitch, Supervisor
Tara Gaston, Supervisor

CALL TO ORDER

Mayor Kelly called the meeting to order at 9:30 a.m.

PUBLIC HEARING

1. 2021-2026 Capital Program – Mayor Kelly advised the full capital budget is attached to the agenda.

CONSENT AGENDA

1. Approval of 5/4/2020 Pre-Agenda Transcript
2. Approve Budget Amendment s- Insurance
3. Approve Budget Amendments – Regular (Increase)
4. Approve Budget Transfers – Regular
5. Approve Payroll 8/7/2020 \$497,307.48
6. Approve Payroll 8/14/2020 \$502,363.61
7. Approve Warrant – 2020 20AUG2 \$1,338,782.29
8. Approve Warrant – 2020 20MWAUG1 \$57,231.09

No comments.

MAYOR'S DEPARTMENT

Announcement: Unified Development Ordinance (UDO) – Project Update

No comments.

Discussion and Vote: Resolution in Support of Saratoga Casino Hotel Re-Opening

No comments.

Discussion and Vote: Authorization for Mayor to Sign Amendment to Second Amended and Restated Declaration of Covenants and Restriction of Stephen Ethier

Mayor Kelly advised Lindsay Connors provided an outline to all the commissioners this morning.

Announcement: Community Development Department Now Accepting Applications for Expanded Economic Development Revolving Loan Program

Mayor Kelly announced the Community Development Department is accepting applications for the economic development revolving loan program to include job retention for low to moderate income persons in addition to the original scope of job creation. This program is to businesses with 10 employees or less that can demonstrate a hardship outside the business owner's control.

Discussion and Vote: Approval to Pay Invoice for COVID Reimbursement of Zoom Service

No comments.

Discussion and Vote: Authorization for Mayor to Sign Intermunicipal Agreement with Saratoga County Animal Shelter

Mayor Kelly advised this is an annual agreement.

Discussion and Vote: 2021-2026 Requested Capital Program

No comments.

Mayor Kelly added an item to her agenda: Announcement - Executive Order 203.

ACCOUNTS DEPARTMENT

Discussion and Vote: Approval of Mold Policy

Marilyn Rivers, director of risk and safety, advised this policy is a requirement of the City's insurance carrier. This policy has been vetted through the City's Safety Committee and taken from the EPA.

Commissioner Madigan asked if this if for mitigation and prevention?

Marilyn Rivers advised this has been vetted by our insurance carrier.

Discussion and Vote: Authorization for the Mayor to Sign Contract with EverGreene Architectural Arts, Inc. for the 77th Regiment Memorial

Marilyn Rivers advised the City's insurance carrier is covering the full restoration of the 77th Regiment Memorial. She has been working with Commissioner Scirocco and his staff on this.

Discussion and Vote: Resolution for Electronic Signature

Marilyn Rivers advised this resolution will allow for the commissioner to sign warrants electronically.

Discussion and Vote: Purchasing Policy and Documents

Stefanie Richards, assistant purchasing agent, advised we are trying to go paperless. The Purchasing Policy has been updated to allow for electronic vouchers and requisitions. Another change is the threshold amount for obtaining quotes has increased from \$1,499 to \$5,000.

Discussion and Vote: Resolution for official Newspaper of the City of Saratoga Springs

Marilyn Rivers advised in an attempt to save money and only being required to have one official newspaper, we will be selecting only one paper as the official newspaper of the City.

Discussion and Vote: Resolution to Adopt Record Retention Schedule LGS-1

Marilyn Rivers advised the retention schedule has been revised and requires adoption by the Council.

Award of Bid: Sanitary Wastewater Pump Station Upgrades to Kathleen Suozzo, PE

Commissioner Franck advised this award of bid is for the Department of Public Works.

FINANCE DEPARTMENT

Announcement: Update Saratoga Springs and Community Mask-Up Campaign

Commissioner Madigan advised models have been uploaded to the agenda.

Announcement: Web and Social Media Policy Update

Commissioner Madigan advised she is not bringing the policy forward tomorrow night. She is just advising this policy is forthcoming.

Discussion: Update Finance Department – 2021 Budget and City Finances

Commissioner Madigan advised she will give an update tomorrow evening. The department budgets were due last Tuesday.

Discussion and Vote: approval to Pay Invoice in the Amount of \$32,198 to Mesick Cohen Wilson Baker Architects for City Hall Renovations

Commissioner Madigan advised the Purchasing Department asked for them to bring this invoice to Council as it is outside the scope. The City is known for paying their bills and they want to get this one paid.

Discussion and Vote: Budget Transfers – Benefits

No comments.

Discussion and Vote: Budget Transfers – Payroll

No comments.

PUBLIC WORKS DEPARTMENT

Discussion and Vote: Authorization for Mayor to Sign Contract with Kathleen Suozzo, PE PLLC for Professional Services for Sanitary Wastewater Pump Station Upgrades

Commissioner Scirocco advised this is for 3 pump stations.

Commissioner Scirocco advised he is adding an item to his agenda: Update to the 77th Regiment Memorial.

PUBLIC SAFETY DEPARTMENT

Discussion and Vote: Authorization for Mayor to Sign Contract with Stalker Radar / Applied Concepts

Commissioner Dalton advised this is for the purchase of 2 new message board signs.

Discussion and Vote: Authorization for Mayor to Sign Amendment #3 with Axon

Commissioner Dalton advised this is for new in-car cameras.

Discussion and Vote: Authorization for the Mayor to Sign an Addendum with Hueber-Breuer Construction

Commissioner Dalton advised this addendum is to correct the date of completion.

Discussion and Vote: Authorization for Mayor to Sign an Intermunicipal Agreement with the County of Saratoga

Commissioner Dalton advised this agreement is for the City's use of the County's parking lot on Woodlawn Avenue.

SUPERVISORS

Mayor Kelly advised Supervisor Veitch will not be at the Council meeting tomorrow night. She read Supervisor Gaston's agenda items into the record as follows: COVID-19 Update, Board Meeting Report, County Investigations, and Public Forum.

EXECUTIVE SESSION

Mayor Kelly moved and Commissioner Franck seconded to go into executive discussion regarding proposed sale, lease or acquisition of real property where disclosure would affect value and proposed, pending, or current litigation – Article 78 at 9:48 a.m.

Ayes – All

City Council returned at 10:06 a.m.

Mayor Kelly advised no decisions were made during the executive session to report to the public.

ADJOURN

Mayor Kelly adjourned the meeting at 10:06 a.m.

Respectfully submitted,

Lisa Ribis
Clerk
Approved: 9/1/2020
Vote: 5 - 0