



August 20, 2019

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

6:50 PM – P.H. – 2020 – 2025 Capital Budget
and Program
P.H. – Chapter 101 – Dogs and
Other Animals
P.H. – Amend Chapter 216 –
Temporary Structures
P.H. – Amend Chapter 225 –
Parking on Isreal Lane
P.H. – Chapter 225 – One-Way
Street – Regent Street and Marion
Place
P.H. – Liberty Affordable Housing

7:00 PM

CALL TO ORDER

ROLL CALL

SALUTE TO FLAG

PUBLIC COMMENT PERIOD / 15 MINUTES

PRESENTATIONS

1. 2020 – 2025 Proposed Capital Program

CONSENT AGENDA

1. Approval of 8/5/19 Pre-Agenda Meeting Minutes
2. Approve Budget Amendments – Regular (Increases)
3. Approve Budget Transfers – Regular
4. Approve Payroll 08/09/19 \$567,129.87
5. Approve Payroll 08/16/19 \$564,128.79
6. Approve Warrant – 2019 19MWAUG1 \$85,923.77
7. Approve Warrant – 2019 19AUG2 \$1,268,288.24

MAYOR'S DEPARTMENT

1. Announcement: Saratoga Greenbelt Trail – Henry Street Pilot Project
2. Discussion and Vote: Authorization for Mayor to Sign Agreement with the YMCA
3. Discussion and Vote: Authorization for Mayor to Sign Canopy Easement between the City and Saratoga Excelsior Apartments II, LLC

4. Discussion and Vote: Authorization for Mayor to Sign Letter of Intent for Saratoga Arts Community Arts Grants
5. Discussion and Vote: Approval to Pre-Pay Hotel Registration for the 2019 Association of Public Historians of NYS (APHNYS) Annual Conference in the Amount of \$260.00
6. Discussion and Vote: Authorization for Mayor to Sign Addendum Two with Goldberger and Kremer for Labor Counsel Services
7. Set Public Hearing: Local Law No. 2 of 2019 – A Local Law to Amend Section 2.1 of the City Charter Entitles Officers; Eligibility; Terms of Office; Salaries
8. Set Public Hearing: City Center Parking Facility Lease

ACCOUNTS DEPARTMENT

1. Discussion and Vote: Approval of Fireworks Application
2. Discussion and Vote: Approval of Updated Risk and Safety Manual
3. Award of Bid: Carousel Restoration to W.R.F. Designs, LLC

FINANCE DEPARTMENT

1. Announcement: 2020 Budget Update
2. Discussion: Assignment for the Refund of Prior Year Taxes
3. Appointment: Catherine Hover to Complete Streets Advisory Board
4. Discussion and Vote: Budget Amendment – Use of Restricted Fund Balance (City Center)
5. Discussion and Vote: Budget Amendment – Use of Assigned Fund Balance (Sick Leave)
6. Discussion and Vote: Budget Amendment – Payroll
7. Discussion and Vote: Budget Transfer - Payroll

PUBLIC WORKS DEPARTMENT

1. Presentation: WRF Design LLC Congress Park Carousel Restoration Project
2. Discussion and Vote: Authorization for Mayor to Sign Agreement with WRF Design LLC for Congress Park Carousel Restoration
3. Discussion and Vote: Approval to Pay Invoice #016210 to Dehn's Flowers in the Amount of \$4,148.40
4. Discussion and Vote: Authorization for Mayor to Sign Addendum One with Dehn's Flowers Inc. for Horticulture Supplies
5. Discussion and Vote: Approval to Pay Invoice #101030, #99766, #99147, and #98587 to Barton & Loguidice for Professional Services on 18 Cherry Lane Project
6. Discussion and Vote: Approval to Pay Invoice #18-23159J-A in the Amount of \$6,333.00 to Alpine Environmental Services Inc. for City Hall Asbestos Abatement

PUBLIC SAFETY DEPARTMENT

1. Discussion and Vote: Authorization for Mayor to Sign Amended Agreement with NYRA for 2019 Racing Season
2. Discussion and Vote: Upgrade for Code Technicians
3. Discussion and Vote: To Amend Chapter 225 of the City Code, with Respect to Parking on Israel Lane
4. Discussion and Vote: To Amend Chapter 163 of the City Code, Pedalbuses, with Respect to Fingerprinting Pedalbus Operators
5. Discussion and Vote: Authorization for Employee to Make a Withdrawal from Sick Leave Bank
6. Announcement: Part-Time Position in the Department of Public Safety

SUPERVISORS

Matt Veitch

1. Building and Grounds Committee Update
2. Saratoga Casino Hotel Foundation

Tara Gaston

1. August Board Meeting
2. Upcoming Forums

ADJOURN

DRAFT



August 6, 2019

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

PRESENT: Meg Kelly, Mayor
Michele Madigan, Commissioner of Finance
Anthony Scirocco, Commissioner of DPW
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

Vincent DeLeonardis

Matthew Veitch, Supervisor
Tara Gaston, Supervisor

EXCUSED: John Franck, Commissioner of Accounts
Joe O'Neill, Deputy Commissioner, DPW

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.

PUBLIC HEARINGS

2020 – 2025 Capital Budget and Program

Mayor Kelly opened the public hearing at 6:51 p.m.

Mayor Kelly advised the capital budget and program was submitted to the Accounts Department for review and can also be found on the City's webpage. She will ask the Council to vote on this at the 9/3/19 meeting. Efforts to find land for the Code Blue Shelter came together late and therefore not included in this capital budget program.

No one spoke.

Mayor Kelly concluded the public hearing at 6:53 p.m. and left it open.

Chapter 101 – Dogs and Other Animals

Mayor Kelly opened the public hearing at 6:53 p.m.

Commissioner Martin advised this amendment relates to urgent veterinary care and adds that to the list of definitions. If urgent care is not rendered within 24 hours, the owner will be subject to a \$250 fine. The amendment also increases the fine for allowing an animal to run at large from \$25 to \$50.

No one spoke.

Mayor Kelly concluded the public hearing at 6:55 p.m. and left it open.

Amend Chapter 216 – Temporary Structures

Mayor Kelly opened the public hearing at 6:55 p.m.

Commissioner Martin advised this amendment moves the process of issuing permits from the Department of Accounts to the Department of Public Safety.

No one spoke.

Mayor Kelly closed the public hearing at 6:56 p.m.

Chapter 225 – One-Way Street – Regent Street and Marion Place

Mayor Kelly opened the public hearing at 6:56 p.m.

Commissioner Martin advised they are proposing to turn Regent Street and Marion Place into one-way streets going in the opposite direction of each other. The traffic creates problems for the safety of the children.

Principal Messier provided some history on the use of the school from high school to now the current elementary school. They have approximately 400 students. The children exit and enter the school on Marion Place by bus transportation and by parents on Regent Street. This is the only school in the district that boards and de-boards off school property. This year they had 31 cars pass the buses when their red lights were on. Making Marion Place a one-way would stop the people from being able to pass the buses. Attempts have been made to reduce the congestion on Regent Street but have not been successful. The streets become narrower in the winter with the snowbanks. They have delivered a flyer to all the residents on Regent and Marion to let them know of their plan.

Commissioner Martin advised he will keep this public hearing open for 3 meetings so all residents have the opportunity to express their thoughts.

Robert Toole of 215 Regent Street stated the proposed concept is ok but there are no specifics. He questions how parking will be affected. It is hard to comment without knowing details.

John Vanderveer of 20 Marion Place questioned if these changes were planned to be in effect all year or just during the school year.

Amy Ryan of North Street stated the children are aware of the situation. They need to work with the community to figure this out.

Jarod Osborne of Nelson Avenue stated his garage is on an alleyway between Marion Place and Nelson Avenue. He is concerned with how this proposal will affect the traffic in the alleyway. His kids play in the alley and increased traffic there would pose a big problem.

Jeremy Tensen of 199 Regent Street state he is for safety and the one-way streets. He suggested not having parking on both sides at all times. There is a need to get emergency vehicles down the street. The Waze app sends cab drivers through those streets to avoid traffic.

Jill Dolinsky of 26 Marion Place stated she is all for safety but is not sure making the streets one-way is going to solve this issue. She suggested more signage and more people policing will help.

Charlie Samuels of Marion Place stated the idea is great as we need to do something about safety. It is not safe for the residents as well. This is a great opportunity for Complete Streets.

Rachel Norsworthy of Empire Avenue stated she goes down Regent every day to drop her daughter at school. It's at pick-up that the parents park and wait outside school for the kids.

Laurie Dawson of 4 Marion Place stated a lot of important points have been made. More research needs to be done to make sure changes are going to improve safety. She would like to see data about what the impact would be. She feels people who are passing the school buses need to be ticketed.

Jake Zanetti, physical education teacher at Lake Avenue School stated there is always an adult presence in the front and side of the school. They would like to see adjustments made before an accident happens.

Alan Caruso of 207 Regent Street stated there was a meeting last year with Commissioner Martin and the school regarding drop off and pick up times. Parents don't obey the rules – they block driveways, and speed. Parents are more of the safety issue. He is not in favor of turning the streets into one-ways.

Sarah Wright of Larkspur Drive stated she is a parent who parks on Regent most days for pick-up and drop-off. Parents are part of the problem but there is no enforcement on a regular basis. It is assumed you won't get a ticket. More enforcement and signage would help.

Barbara Garro of 205 Regent Street told the Council about a couple negative incidents she encountered with parents disobeying the rules. The worst part is they are teaching their children they don't have to obey rules.

Brandon Acres of 207 Regent Street stated after the meeting last year he felt there was a solution and people were going to be ticketed. A lot of time the parents are parked and hanging out chatting with each other. Creating one-ways streets is not a solution; it will create more congestion.

Chris Mathiesen of Friar Tuck Way stated when he was Commissioner of Public Safety, the traffic experts of the Public Safety Department tried to come up with solutions. There are good ideas here.

Mayor Kelly concluded the public hearing at 7:42 p.m. and left it open.

Amend Chapter 225 – Parking on Israel Lane

Mayor Kelly opened the public hearing at 7:42 p.m.

Commissioner Martin advised they are proposing no parking on Israel Lane on both sides for the first 100 feet from the intersection with Division Street.

No one spoke.

Mayor Kelly closed the public hearing at 7:43 p.m.

Liberty Affordable Housing

Mayor Kelly opened the public hearing at 7:43 p.m.

Mayor Kelly stated this item continues to remain open until further notice.

Mayor Kelly concluded the public hearing at 7:43 p.m. and left it open.

CALL TO ORDER

Mayor Kelly called the meeting to order at 7:43 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 7:46 p.m.

Pastor Peter Barrios of Saratoga Springs stated the new housing development is designed to help middle and upper class. He heard in order for this new housing development to happen, people making less than \$30,000 a year are going to have to be eliminated.

Chris Mathiesen of Saratoga Springs stated in regards to parcel #1 (Morgan Street), the idea of changing the zoning on Morgan Street came at the last minute.

Wendy Mahaney of Sustainable Saratoga stated they support the item on Commissioner Martin's agenda for a part time position in the Department of Public Works. There has been a long time parking problem and there have been 9 downtown parking studies done by the City over the past 20 years. The Downtown Parking Task Force created made recommendations to the Council 3 years ago which they unanimously adopted. They recommended the City create a unified and efficient parking management plan and policy. This position will be important to implement that policy.

Frank Shultz of Saratoga Springs stated he was an energy manager in California. They too went through procurement processes. He is ok with the concept but has problems with the execution. When you look in the newspaper you have to see if there is reason to not trust what has taken place and whether it meets that standard of the appearance of a conflict of interest.

Mayor Kelly closed the public comment period at 7:56 p.m.

Mayor Kelly responded to Pastor Barrios' comments by saying there will be all different levels going into this plan for the housing authority. She will get those numbers to the pastor.

PRESENTATIONS

2020 – 2025 Proposed Capital Program

Deputy Mayor Lisa Shields presented the proposed 2020 – 2025 Capital Program. The total expense is \$17 million. The Committee ranked 26 items representing \$13 million of the \$17 million. The money listed for the east side EMS station represents construction costs. The complete capital budget can be found on the City's website and has been filed in the Accounts Department.

CONSENT AGENDA

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

1. Approval of 8/5/19 Pre-Agenda Meeting Minutes
2. Approve Budget Amendments – Regular (Increases)
3. Approve Budget Transfers – Regular
4. Approve Payroll 08/09/19 \$567,129.87
5. Approve Payroll 08/16/19 \$564,128.79
6. Approve Warrant – 2019 19MWAUG1 \$85,923.77
7. Approve Warrant – 2019 19AUG2 \$1,268,288.24

Ayes – All

MAYOR'S DEPARTMENT

Announcement: Saratoga Greenbelt Trail – Henry Street Pilot Project

Mayor Kelly announced the Henry Street Pilot Project is a two-week project that will begin September 14th. Henry Street will be turned into a one-way street with a designated parking lane and bicycle lane.

Discussion and Vote: Authorization for Mayor to Sign Agreement with the YMCA (19-374)

Mayor Kelly advised this agreement will allow the Recreation Department to hold their volleyball clinic at the YMCA. Expenses will be submitted to the City's insurance company for reimbursement.

Mayor Kelly moved and Commissioner Scirocco seconded to authorize the mayor to sign an agreement with the YMCA as included with this agenda.

Ayes – All

Discussion and Vote: Authorization for Mayor to Sign Canopy Easement between the City and Saratoga Excelsior Apartments II, LLC (19-375)

Mayor Kelly moved and Commissioner Martin seconded to authorize the mayor to sign the canopy easement between the City and Saratoga Excelsior Apartments II, LLC as described and included with the agenda.

Ayes – All

Discussion and Vote: Authorization for Mayor to Sign Letter of Intent for Saratoga Arts Community Arts Grants (19-376)

Mayor Kelly advised they are applying for a grant in the 2020 grant cycle. The application requires a letter of intent to be signed.

Mayor Kelly moved and Commissioner Martin seconded to authorize the mayor to sign a letter of intent for Saratoga Arts Community Arts Grant as included with this agenda.

Ayes – All

Discussion and Vote: Approval to Pre-Pay Hotel Registration for the 2019 Association of Public Historians of NYS (APHNYS) Annual Conference in the Amount of \$260.00 (19-377)

Mayor Kelly advised an overnight stay is critical to the participation in the conference. The City's historian is one of the key members.

Mayor Kelly moved and Commissioner Scirocco seconded to approve the pre-pay hotel registration for the 2019 Association of Public Historians of New York State annual conference in the amount of \$260.00 as included with this agenda.

Ayes - All

Discussion and Vote: Authorization for Mayor to Sign Addendum Two with Goldberger and Kremer for Labor Counsel Services (19-378)

Mayor Kelly advised Goldberger and Kremer is outside legal counsel for labor and employment legal services. This addendum is to increase the cap from \$15,000 to \$30,000.

Mayor Kelly moved and Commissioner Martin seconded to authorize the mayor to sign addendum 2 with Goldberger and Kremer for legal counsel services as included with this agenda.

Ayes - All

Set Public Hearing: Local Law No. 2 of 2019 – A Local Law to Amend Section 2.1 of the City Charter Entitles Officers; Eligibility; Terms of Office; Salaries

Mayor Kelly set a public hearing for Tuesday, September 3, 2019 at 6:40 p.m.

Set Public Hearing: City Center Parking Facility Lease

Mayor Kelly set a public hearing for Tuesday, September 3, 2019 at 6:40 p.m.

ACCOUNTS DEPARTMENT

Commissioner Madigan will be reading Commissioner Franck's agenda in his absence.

Discussion and Vote: Approval of Fireworks Application (19-379)

Marilyn Rivers, director of risk and safety, stated the Safety Committee has been working with community members to re-work the fireworks application. The application will be pdf fillable in the next few days.

Commissioner Madigan moved and Commissioner Martin seconded to approve the revised fireworks application as described and distributed with the agenda.

Ayes - All

Discussion and Vote: Approval of Updated Risk and Safety Manual (19-380)

Marilyn Rivers advised they worked on the manual to make it more user friendly. It has been broken out into 5 parts. The contract administration section has been brought up to date to co-inside with the Purchasing Policy. A section was added just for forms and a section is for all the policies.

Commissioner Madigan moved and Commissioner Scirocco seconded to approve the updated Risk and Safety Manual as described and distributed with the agenda.

Ayes - All

Award of Bid: Carousel Restoration to W.R.F. Designs, LLC (19-381)

Commissioner Madigan moved and Commissioner Scirocco seconded to extend the bid for Carousel Restoration to W.R.F. Designs, LLC for an additional year under the same terms, conditions, and prices.

Ayes - All

FINANCE DEPARTMENT

Announcement: 2020 Budget Update

Commissioner Madigan announced revenue and expense worksheets were due back to Finance on August 14th. The comprehensive budget will be distributed to the Council and public on October 1st. She will meet with each department to discuss their requests and priorities.

Discussion: Assignment for the Refund of Prior Year Taxes

Commissioner Madigan stated an annual calculation must be completed by the Commissioner of Accounts and submitted to Finance by the second regularly schedule Council meeting. This calculation will verify the City's exposure. The Commissioner of Finance will verify the City has not less than 50% of the estimated exposure. The exposure is estimated to be \$389,717 and the balance is just less than 50% of that.

Appointment: Catherine Hover to Complete Streets Advisory Board

Commissioner Madigan re-appointed Catherine Hover to the Complete Street Advisory Board. Her term will run 8/20/19 – 6/30/21.

Discussion and Vote: Budget Amendment – Use of Restricted Fund Balance (City Center) (19-382)

Commissioner Madigan moved and Commissioner Scirocco seconded to approve the budget amendment – use of restricted fund balance (City Center) as previously distributed with the agenda.

Ayes - All

Discussion and Vote: Budget Amendment – Use of Assigned Fund Balance (Sick Leave) (19-383)

Commissioner Madigan moved and Commissioner Martin seconded to approve the budget amendment – use of assigned fund balance (sick leave) as previously distributed with the agenda.

Ayes - All

Discussion and Vote: Budget Amendment – Payroll (19-384)

Commissioner Madigan moved and Commissioner Martin seconded to approve the budget amendment – payroll as previously distributed with the agenda.

Ayes - All

Discussion and Vote: Budget Transfer – Payroll (19-385)

Commissioner Madigan moved and Commissioner Scirocco seconded to approve the budget transfer – payroll as previously distributed with the agenda.

Ayes - All

PUBLIC WORKS DEPARTMENT

Presentation: WRF Design LLC Congress Park Carousel Restoration Project

Commissioner Scirocco provided history on the Congress Park carousel. He explained the process of how the horses are removed from the carousel, restored, and put back into place. All the horses are carved wood.

Discussion and Vote: Authorization for Mayor to Sign Agreement with WRF Design LLC for Congress Park Carousel Restoration (19-386)

Commissioner Scirocco moved and Commissioner Martin seconded to authorize the mayor to sign agreement with W.R.F. Design, LLC for Congress Park Carousel Restoration project in the amount not to exceed the unit bid price per the proposal dated October 3, 2018.

Ayes - All

Discussion and Vote: Approval to Pay Invoice #016210 to Dehn's Flowers in the Amount of \$4,148.40 (19-387)

Commissioner Scirocco moved and Commissioner Madigan seconded to approve payment of invoice #016210 to Dehn's Flowers in the amount of \$4,148.40.

Ayes - All

Discussion and Vote: Authorization for Mayor to Sign Addendum One with Dehn's Flowers Inc. for Horticulture Supplies (19-388)

Commissioner Scirocco advised this addendum is to amend section 3 of the original contract terms of payment – not to exceed unit bid price.

Commissioner Scirocco moved and Commissioner Madigan seconded to authorize the mayor to sign addendum one with Dehn's Flowers, Inc. in the amount not to exceed unit bid price per proposal dated 12/26/18.

Ayes - All

Discussion and Vote: Approval to Pay Invoice #101030, #99766, #99147, and #98587 to Barton & Loguidice for Professional Services on 18 Cherry Lane Project (19-389)

Commissioner Scirocco moved and Mayor Kelly seconded to pay invoice #101030, #99766, #99147, and #98587 to Barton and Loguidice for professional services on Cherry Lane/Street.

Ayes - All

Discussion and Vote: Approval to Pay Invoice #18-23159J-A in the Amount of \$6,333.00 to Alpine Environmental Services Inc. for City Hall Asbestos Abatement (19-390)

Commissioner Scirocco moved and Commissioner Martin seconded to approve payment of invoice #18-23159J-A in the amount of \$6,333.00 to Alpine Environmental Services, Inc. for City Hall asbestos abatement sampling.

Ayes - All

PUBLIC SAFETY DEPARTMENT

Discussion and Vote: Authorization for Mayor to Sign Amended Agreement with NYRA for 2019 Racing Season (19-391)

Commissioner Martin stated they are changing the terms of the contract from 40 days to 39 days due to the cancellation of one day of racing due to weather. The amount of the \$96,096.98.

Commissioner Martin moved and Commissioner Scirocco seconded to authorize the mayor to sign the amended revenue contract with NYRA in amount of \$96,096.98.

Ayes - All

Discussion and Vote: Upgrade for Code Technicians (19-392)

Commissioner Martin stated these upgrades will be retroactive to January 1, 2019. The code technicians will move to a grade 11 from a grade 10. The current salary is \$43,988 and the new salary will be \$46,790.

Commissioner Martin moved and Commissioner Madigan seconded to authorize the upgrade to the position of code enforcement technician as authorizes in the fiscal year 2019 budget and retroactive to January 1, 2019 as distributed with the agenda.

Ayes - All

Discussion and Vote: To Amend Chapter 225 of the City Code, with Respect to Parking on Israel Lane (19-393)

Commissioner Martin moved and Commissioner Madigan seconded to authorize the changes with respect to parking on Israel Lane as distributed with the agenda.

Ayes - All

Discussion and Vote: To Amend Chapter 163 of the City Code, Pedalbuses, with Respect to Fingerprinting Pedalbus Operators (19-394)

Commissioner Martin advised this amendment will allow the Police Department to fingerprint pedalbus operators and owners.

Commissioner Martin moved and Commissioner Madigan seconded to authorize the changes as distributed with the agenda.

Ayes - All

Discussion and Vote: Authorization for Employee to Make a Withdrawal from Sick Leave Bank (19-395)

Commissioner Martin moved and Commissioner Madigan seconded to authorize a withdrawal of 49 hours of sick leave by employee #2964 from CSEA City Hall sick bank.

Ayes - All

Announcement: Part-Time Position in the Department of Public Safety

Commissioner Martin announced this is a temporary part time position. This position will be a traffic study proposal writer to draft an RFP to seek a vendor to complete a comprehensive parking proposal for the City. The position will be paid \$30 per hour up to 20 hours per week up to 5 months.

Commissioner Martin announced there will be a special City Council meeting on Tuesday, August 27, 2019 at noon.

SUPERVISORS

Matt Veitch

Building and Grounds Committee Update

Supervisor Veitch reported they are moving forward with the public safety building as designed. To date there have been no change orders submitted for the project. They also voted on the design for the taxiway at the Saratoga County Airport.

Saratoga Casino Hotel Foundation

Supervisor Veitch reported the grant period will be open August 26th through September 23rd. Decisions will be made in October.

Tara Gaston

August Board Meeting

Supervisor Gaston reported the County has formally implemented a lactation policy. They discussed changing rates for pre-school programs. The County also voted to accept \$177,000 in state funding for early voting reforms.

Upcoming Forums

Supervisor Gaston reported she will be holding a forum on the impact of the legalization of adult use marijuana. In September, she will be having a climate change and climate forum and in October she will be having a housing forum.

ADJOURNMENT

There being no further business, Mayor Kelly adjourned the meeting at 8:49 p.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved:
Vote: