



September 1, 2020

**CITY OF SARATOGA SPRINGS**  
City Council Meeting  
Recreation Center  
1 E. Congress Street  
7:00 PM

**7:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO FLAG**

**PUBLIC COMMENT PERIOD / 15 MINUTES**

**PRESENTATION**

1. Natural Resources Inventory

**CONSENT AGENDA**

1. Approval of 5/15/2020 City Council Meeting Transcript
2. Approval of 5/18/2020 Pre-Agenda Meeting Transcript
3. Approval of 5/5/2020 City Council Meeting Transcript
4. Approval of 8/17/2020 Pre-Agenda Meeting Minutes
5. Approval of 8/18/2020 City Council Meeting Minutes
6. Approve Budget Amendments – Capital
7. Approve Budget Transfers - Regular
8. Approve Payroll 8/21/2020 \$496,402.60
9. Approve Payroll 8/28/2020 \$495,850.25
10. Approve Warrant – 2020 20MWAUG2 \$6,405.90
11. Approve Warrant – 2020 20SEP1 \$405,297.34

**MAYOR'S DEPARTMENT**

1. Announcement: 9/11 Ceremony
2. Discussion and Vote: Amendment to COVID-19 Emergency Housing Assistance Program
3. Discussion and Vote: Amendment to COVID-19 Emergency Housing Assistance Program Participating Provider MOU

**ACCOUNTS DEPARTMENT**

1. Appointment: Re-Appointment of Ken Grey to the Complete Streets Advisory Board
2. Discussion and Vote: Revisions to Health and Safety Policy

**FINANCE DEPARTMENT**

1. Discussion: Update 2021 Budget and City Finances
2. Discussion and Vote: Budget Transfers – Payroll

**PUBLIC WORKS DEPARTMENT**

1. Discussion and Vote: Authorization for Mayor to Sign Lease Agreement Addendum #4 with Saratoga County Arts Council
2. Announcement: Update on City Hall Progress

**PUBLIC SAFETY DEPARTMENT**

1. Discussion and Vote: Authorization for Mayor to Sign Contracts with Ricoh for the Police Department
2. Set Public Hearing: Amend Chapter 225, Sections 225-77 of the City Code, Schedule XII – Stop Intersection

**SUPERVISORS**

Matt Veitch

1. External Report Committee
2. Building & Grounds Committee
3. Munger Cemetery Historical Marker

Tara Gaston

1. COVID-19 Update
2. External Report Committee
3. Public Forum

**ADJOURN**



September 1, 2020

**CITY OF SARATOGA SPRINGS**  
City Council Meeting  
Recreation Center  
1 E. Congress Street  
7:00 PM

**PRESENT:** Meg Kelly, Mayor  
Michele Madigan, Commissioner of Finance  
John P. Franck, Commissioner of Accounts  
Anthony Scirocco, Commissioner of DPW  
Robin Dalton, Commissioner of DPS

**STAFF PRESENT:** Lisa Shields, Deputy Mayor  
Deirdre Ladd, Deputy Commissioner, Finance  
Maire Masterson, Deputy Commissioner, Accounts  
Joe O'Neill, Deputy Commissioner of DPW  
Eileen Finneran, Deputy Commissioner, DPS

Vincent DeLeonardis

Tara Gaston, Supervisor

**EXCUSED:** Matthew Veitch, 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 7:02 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 7:03 p.m.

Connie Woytowich of Elm Street and Saratoga works advised the Council that if the proposed Charter change passes this November, there will be additional expenses the City must incur in 2021 in preparation for the city manager and 2 task forces. Total approximate amount needed for 2021 is \$30,000.

Sam Brewer of Lake Avenue stated at the last Council meeting a tax increase of 5% was mentioned. He cautioned the Council of raising taxes that much as taxpayers may have trouble paying their taxes due to the pandemic.

Mayor Kelly closed the public comment period at 7:08 p.m.

## **PRESENTATION**

### Natural Resources Inventory

Tina Carton stated the natural resource inventory is in draft form on the City's website. Many steps were taken for the inventory. A draft was published July 2020 and hopes are to present a final version to the City Council for vote in October. Key themes from stakeholder interviews include: Saratoga Springs "City in the Country" character; Sustainable Water Practices; Native Species Preservation; Neighborhood Parks; Connectivity –Trails and sidewalks; and Use of Data - Information provided by the NRI is relevant and critical to anyone and needs to be accessible by everyone.

A natural resource inventory is a professionally prepared planning tool. It includes resource maps and narratives; key resource targets; all City mineral springs; and photos. It documents the City's long history of conservation and preservation of the City's resources.

Next steps include the update of our Open Space Plan. They have selected a consultant to do that.

Tina thanked the Open Space Advisory Committee for all their work on this.

## **CONSENT AGENDA**

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

1. Approval of 5/15/2020 City Council Meeting Transcript
2. Approval of 5/18/2020 Pre-Agenda Meeting Transcript
3. Approval of 5/5/2020 City Council Meeting Transcript
4. Approval of 8/17/2020 Pre-Agenda Meeting Minutes
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**Ayes – All**

## **MAYOR'S DEPARTMENT**

### Announcement: 9/11 Ceremony

Mayor Kelly announced the 9/11 ceremony will be held in High Rock Park at 8:30 a.m. The public is welcomed and will be asked to social distance and wear masks.

Discussion and Vote: Amendment to COVID-19 Emergency Housing Assistance Program (20-235)

Mayor Kelly advised the Community Development Department is proposing an amendment to the COVID-19 emergency housing assistance program. This allows for the extension of emergency payments from a 3-month cap to a 6-month cap.

**Mayor Kelly moved and Commissioner Dalton seconded to approve the amendment to COVID-19 Emergency Housing Assistance Program.**

**Ayes – All**

Discussion and Vote: Amendment to COVID-19 Emergency Housing Assistance Program Participating Provider MOU (20-236)

**Mayor Kelly moved and Commissioner Dalton seconded to amend the COVID-19 Emergency Housing Assistance Program participating provider MOU.**

**Ayes – All**

## **ACCOUNTS DEPARTMENT**

Commissioner Franck advised the warrant is off by \$.03 on the Consent Agenda. The amount in #11 is \$405,297.34 but the proper amount is \$405,297.37.

Appointment: Re-Appointment of Ken Grey to the Complete Streets Advisory Board

Commissioner Franck re-appointed Ken Grey to the Complete Streets Advisory Board for a full 2-year term. His term will run from 9/6/2020 – 9/6/2022.

Discussion and Vote: Revisions to Health and Safety Policy (20-237)

Commissioner Franck advised the revisions to the policy were unanimously passed by the City's Safety Committee. Revisions include face coverings/ masks and visitor protocols.

**Commissioner Franck moved and Commissioner Madigan seconded to adopt the revisions to the Health and Safety Policy as included with the agenda.**

**Ayes – All**

**\*Council took a break at 7:23 p.m.**

**\*Council returned at 7:24 p.m.**

## **FINANCE DEPARTMENT**

Discussion: Update 2021 Budget and City Finances

Commissioner Madigan advised requested budgets have been compiled and returned to each department. This year finance provided the projected revenue first to each department. The requested budgets are well over the amount the City can support. Revenue for 2021 is projected at \$40.5 million. There is no new assistance programs being proposed yet from federal or state. This year the tax cap is 1%. She has been talking about a potential 5% tax increase, which would require the Council to vote to override the tax cap. The budget must be voted on by November 30, 2020.

The City still faces a cash flow deficiency. Finance is considering a revenue anticipation note, which would be due one year from the date of signing. This would increase our borrowing to \$11.6 million.

Discussion and Vote: Budget Transfers – Payroll (20-238)

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

**Ayes – All**

Commissioner Madigan advised she needs to add an item to her agenda due to strict timelines. The item is to set a public hearing for Local Law #2 of 2020 – a local law to override the tax levy limit for fiscal year 2021.

**Commissioner Madigan moved and Commissioner Scirocco seconded to the addition of an item set public hearing to my agenda as stated. (20-239)**

**Ayes – All**

Set Public Hearing: Local Law #2 of 2020 – A Local Law to Override the Tax Levy Limit for Fiscal Year 2021 Pursuant to General Municipal Law Section 3-c

Commissioner Madigan set a public hearing for Tuesday, September 15, 2020 at 6:55 p.m.

## **PUBLIC WORKS DEPARTMENT**

Discussion and Vote: Authorization for Mayor to Sign Lease Agreement Addendum #4 with Saratoga County Arts Council (20-240)

Commissioner Scirocco advised this is to suspend payment of rent for the Arts Council from July 1, 2020 – December 31, 2020.

**Commissioner Scirocco moved and Commissioner Dalton seconded to authorize the mayor to sign lease agreement addendum #4 with Saratoga County Arts Council to suspend the rent payments for the period of July 1, 2020 through December 31, 2020.**

**Ayes – All**

Announcement: Update on City Hall Progress

Commissioner Scirocco advised in February offices began their transition back to City Hall. As we were preparing to move, COVID-19 hit and the City declared a state of emergency. This stalled construction as it was being determined if our construction was essential. DPW determined the job site could be re-opened for the contractors as long as they complied with CDC guidelines on social distancing.

Last week City Hall passed the fire inspection allowing the certificate of occupancy to be issued by the end of September. City Hall should be ready to open the end of this month.

Mayor Kelly thanked DPW for the work they did to clean out the gym. They were able to run Camp Saradac successfully with no incidents of COVID.

**Commissioner Scirocco moved and Commissioner Franck seconded to add an item to his agenda to appoint Colin Klepetar to the Complete Streets Advisory Board. (20-241)**

**Ayes - All**

Appointment: Colin Klepetar to the Complete Streets Advisory Board

Commissioner Scirocco re-appointed Colin Klepetar to the Complete Streets Advisory Committee effective September 7, 2020 – September 6, 2022.

**PUBLIC SAFETY DEPARTMENT**

Discussion and Vote: Authorization for Mayor to Sign Contracts with Ricoh for the Police Department (20-242)

Commissioner Dalton advised this is for a copier in the Police Department.

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

**Ayes – All**

Set Public Hearing: Amend Chapter 225, Sections 225-77 of the City Code, Schedule XII – Stop Intersection

Commissioner Dalton set a public hearing for Tuesday, September 15, 2020 at 6:55 p.m.

**SUPERVISORS**

Matt Veitch

External Report Committee

Supervisor Veitch reported the external report indicated there were issues where the County administration did overstep its authority of the Board of Supervisors among other problems. A committee has been formed to look and forward recommendations on the actions the Board of Supervisors should take regarding discipline or other actions.

Building & Grounds Committee

Supervisor Veitch reported the public safety building was opened on August 20<sup>th</sup>.

Munger Cemetery Historical Marker

Supervisor Veitch reported there will be an unveiling of a marker at the Munger Cemetery. The unveiling will be tomorrow morning at 10 a.m.

Tara Gaston

COVID-19 Update

Supervisor Gaston reported for the first time since March there are no residents hospitalized for COVID. There are 24 active cases in the County and our positivity rate is about .3%.

External Report Committee

Supervisor Gaston reported she is on this Committee. They met on August 21<sup>st</sup> through Zoom. They will be meeting again on September 3<sup>rd</sup> at 11 a.m. at the Board of Supervisors. They discussed the coordination with the labor attorney and if it was appropriate to use the labor attorney the County already had on contract.

Public Forum

Supervisor Gaston reported her next forum is on September 8<sup>th</sup> at 7 p.m. on Facebook Live.

**ADJOURNMENT**

There being no further business, Mayor Kelly adjourned the meeting at 7:56 p.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved: 10/6/2020  
Vote: 4 - 0