



September 17, 2018

CITY OF SARATOGA SPRINGS
City Council Meeting
Saratoga Springs City Center
522 Broadway
7:00 PM

6:55 PM P.H. – Amend Chapter 118 of the
City Code – Building Code
Administration and Chapter 215 of
the City Code - Taxicabs

7:00 PM

CALL TO ORDER

ROLL CALL

SALUTE TO FLAG

PUBLIC COMMENT PERIOD / 15 MINUTES

PRESENTATION

1. Charter Review Update

CONSENT AGENDA

1. Approval of 9/4/18 Pre-Agenda Meeting Minutes
2. Approval of 9/4/18 City Council Meeting Minutes
3. Approve Budget Amendments – Regular (Increases)
4. Approve Budget Transfers - Regular
5. Approve Payroll 9/7/18 \$615,379.19
6. Approve Payroll 9/14/18 \$534,541.02
7. Approve Warrant - 2018 18MWSEP1 \$4,480,724.15
8. Approve Warrant – 2018 18SEP2 \$334,498.70
9. Approve Payment of Invoice – Eagle Mills
10. Approval for Employee to Donate 23 Sick Days to Another Employee in DPS

MAYOR'S DEPARTMENT

1. Appointment: Saratoga Casino Hotel Foundation
2. Discussion and Vote: Accept Donation for 9/11 Remembrance Ceremony
3. Discussion and Vote: Notice of Intent to Request Release of Funds for 18-19 Capital Projects, Saratoga Springs Housing Authority
4. Discussion and Vote: Authorization for Mayor to Sign Addendum One to Agreement with Northern Broadcasting, Inc. aka LookTV to Record Council and Other Meetings
5. Discussion and Vote: NRP Tait Lane Allen Drive Proposed Map Amendment: Change from Warehouse to Transfect 4; Revised to Include Additional Parcels
6. Set Public Hearing: NRP Tait Lane Allen Drive Proposed Map Amendment: Change from Warehouse to Transsect 4: Revised to Include Additional Parcels

ACCOUNTS DEPARTMENT

1. Appointment: Complete Streets Advisory Board
2. Discussion and Vote: Council Approval of the Asset Recognition Policy

FINANCE DEPARTMENT

1. Discussion and Vote: 2017 Fund Balance Reserve & Assignment Recommendations
2. Discussion and Vote: Budget Amendment – Payroll
3. Discussion and Vote: Budget Transfers – Payroll and Benefits

PUBLIC WORKS DEPARTMENT

1. Discussion and Vote: Authorization for the Mayor to Sign Agreement with Bellamy Construction Co., Inc. for the Kaydeross Ave Wes Water Main Upgrade Project

PUBLIC SAFETY DEPARTMENT

1. Discussion and Vote: Establish a New Position – Battalion Fire Chief
2. Discussion and Vote: Amend Chapter 118 of the City Code – Building Code Administration
3. Discussion and Vote: Amend Chapter 215 of the City Code – Taxicabs
4. Announcement: Retirement of Sgt. Andrew Prestigiacommo

SUPERVISORS

Matt Veitch

1. Zim Smith Trail Update

Tara Gaston

1. Nothing at this time.

ADJOURN



September 17, 2018

City Council Meeting
Saratoga Springs City Center
522 Broadway
7:00 PM

PRESENT: Meg Kelly, Mayor
Michele Madigan, Commissioner of Finance
John Franck, Commissioner of Accounts
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
Joe O'Neill, Deputy Commissioner, DPW
John Daley, 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.

PUBLIC HEARINGS

Amend Chapter 118 of the City Code – Building Code Administration and Chapter 215 of the City Code – Taxicabs

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

Commissioner Martin advised this is in regards to technical consistencies of Chapter 118. The position name was changed from code administrator to code enforcement officer in all places except one. The amendment for the taxicabs is it was passed by an ordinance rather than by local law.

No one spoke.

Mayor Kelly closed the public hearing at 7:00 p.m.

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.

Bonnie Sellers of Saratoga Springs thanked Mayor Kelly for the 2018 Charter Review Commission. She is looking forward to the Commission meeting on October 3rd from 6:30 – 8:00 p.m. at the library.

Mayor Kelly closed the public comment period at 7:02 p.m.

PRESENTATION

Charter Review Update

Vince DeLeonardis, chair, announced the Commission voted and approved final amendments to the proposed Charter. The proposed Charter was submitted to the City Clerk's Office. Copies are available on the City's website, the library, and the Recreation Center. The event at the library on October 3rd is via invite from SUCCESS.

CONSENT AGENDA

Mayor Kelly moved and Commissioner Martin seconded to accept the consent agenda as follows:

1. Approval of 9/4/18 Pre-Agenda Meeting Minutes
2. Approval of 9/4/19 City Council Meeting Minutes
3. Approve Budget Amendments – Regular (Increases)
4. Approve Budget Transfers - Regular
5. Approve Payroll 9/7/18 \$615,379.19
6. Approve Payroll 9/14/18 \$534,541.02
7. Approve Warrant - 2018 18MWSEP1 \$4,480,724.15
8. Approve Warrant – 2018 18SEP2 \$334,498.70
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10. Approval for Employee to Donate 23 Sick Days to Another Employee in DPS

Ayes – All

MAYOR'S DEPARTMENT

Appointment: Saratoga Casino Hotel Foundation

Mayor Kelly appointed Deputy Mayor Lisa Shields to the Saratoga Casino Hotel Foundation.

Discussion and Vote: Accept Donation for 9/11 Remembrance Ceremony (18-310)

Mayor Kelly advised Advantage Press printed and donated the programs for the Ceremony. The value of the donation is \$175.

Mayor Kelly moved and Commissioner Madigan seconded to accept the donation as attached to the agenda.

Ayes – All

Discussion and Vote: Notice of Intent to Request Release of Funds for 18-19 Capital Projects, Saratoga Springs Housing Authority (18-311)

Mayor Kelly moved and Commissioner Madigan seconded to approve the notice of intent to request release of funds for 2018 – 2019 capital projects on behalf of the Saratoga Springs Housing Authority.

Ayes – All

Discussion and Vote: Authorization for Mayor to Sign Addendum One to Agreement with Northern Broadcasting, Inc. aka LookTV to Record Council and Other Meetings (18-312)

Mayor Kelly advised the addendum corrects a typo and clarifies the billing for 45 meetings.

Mayor Kelly moved and Commissioner Franck seconded to approve the addendum #1 to the agreement with Northern Broadcasting, Inc. aka LookTV to record Council meetings and other meetings.

Ayes – All

Discussion and Vote: NRP Tait Lane Allen Drive Proposed Map Amendment: Change from Warehouse to Transect 4; Revised to Include Additional Parcels (18-313)

Mayor Kelly moved and Commissioner Madigan seconded to approve to revise the petition of the NRP Group to include the addition of 5 parcels identified as 165.09-1-8; a portion of 615.09-1-12.1; and 165.09-1-12.2; 165.13-2-10.21; and 165.13-2-10.22 located on the east side of Allen Drive per Planning Board advisory opinion as its associated map from the urban residential to residential-4 to transect 4.

Ayes - All

Set Public Hearing: NRP Tait Lane Allen Drive Proposed Map Amendment: Change from Warehouse to Transect 4; Revised to Include Additional Parcels

Mayor Kelly set a public hearing for Tuesday, October 16, 2018 at 6:55 p.m.

Mayor Kelly moved and Commissioner Martin seconded to add an item to her agenda for discussion and vote to approve Miles Ahead Communications. (18-314)

Ayes – All

Vince DeLeonardis advised this relates to the Charter Commissions educational and informational outreach. The amount is not to exceed \$12,500.

Discussion and Vote: Authorization to Approve Contract with Miles Ahead Communications (18-315)

Mayor Kelly moved and Commissioner Madigan seconded to approve a contract between the City and Miles Ahead Communications relating to informational mailings for the Charter Review Commission for the total amount not to exceed \$12,500.

Commissioner Madigan asked how many mailings this will include.

Vince advised this is to be determined but not to exceed 20,000 mailings per; they anticipate 2 separate mailings.

Ayes - All

ACCOUNTS DEPARTMENT

Appointment: Complete Streets Advisory Board

Commissioner Franck re-appointed Ken Grey to the Complete Streets Advisory Board for another term effective 9/7/18 – 9/6/20.

Discussion and Vote: Council Approval of the Asset Recognition Policy (18-316)

Commissioner Franck advised the policy has been researched and revamped in accordance with current state and federal finance and accounting standards. The Finance Department, IT, DPW, DPS, City Attorney, and Risk and Safety have participated in the discussion and review of this policy. The policy sets out procedures for both inventory and asset capture and management. Online technology will be utilized in this new bar code strategy.

Commissioner Franck moved and Commissioner Madigan seconded to approve the Asset Recognition Policy as attached to this agenda.

Ayes - All

FINANCE DEPARTMENT

Discussion and Vote: 2017 Fund Balance Reserve & Assignment Recommendations (18-317)

Commissioner Madigan stated she is required to annually report to the Council the whether the audited balance available in the unrestricted/unassigned fund balance of the General Fund is within 10% - 25% of the adopted expenditure budget for the ensuing fiscal year for the City's General Fund. The City's 2017 audited unrestricted fund balance is 19.8% of the 2018 adopted budget. Since the fund balance is near the higher end of the range, she is recommending a portion of the unassigned fund balance be used to replenish exiting City reserves and to fund a much needed City initiative. If all recommendations are approved, the fund balance will decrease to 16.8%; which is still well within the acceptable range. The recommendations are as follows:

- Contribution to the capital reserve for buildings in the amount of \$150,745. The current uncommitted amount in this reserve is \$449,255; the new amount will be \$600,000.
- Contribution to the reserve fund for the payment of bonded indebtedness in the amount of \$849,689. The current uncommitted amount is \$150,311; the new amount will be \$1 million.
- Contribution to the retirement reserve in the amount of \$299,462. The current uncommitted amount is \$150,311; the new amount will be \$400,000.
- Contribution the insurance reserve fund in the amount of \$50,051. The current uncommitted amount is \$124,107; the new amount will be \$174,158.
- Assignment for DPS sick leave in the amount of \$300,000. This is new.

Commissioner Madigan moved and Commissioner Martin seconded to approve the aforementioned reserve and assignment recommendations.

Ayes - All

Discussion and Vote: Budget Amendment – Payroll (18-318)

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

Ayes- All

Discussion and Vote: Budget Transfers – Payroll and Benefits (18-319)

Commissioner Madigan moved and Commissioner Franck seconded to approve the budget transfers – payroll and benefits as previously distributed with the agenda.

Ayes- All

PUBLIC WORKS DEPARTMENT

Discussion and Vote: Authorization for the Mayor to Sign Agreement with Bellamy Construction Co., Inc. for the Kaydeross Ave West Water Main Upgrade Project (18-320)

Commissioner Scirocco stated this is for the replacement of the water main on Rt. 9 south from Crescent Avenue to Kaydeross Avenue West.

Commissioner Scirocco moved and Commissioner Madigan seconded to authorize the mayor to sign agreement with Bellamy Construction Co., Inc. for the Kaydeross Avenue West Water Main Upgrade Project in the amount of \$1,066,782.

Ayes – All

PUBLIC SAFETY DEPARTMENT

Discussion and Vote: Establish a New Position – Battalion Fire Chief (18-321)

Commissioner Martin explained this new position will be below the Assistant Chief and will directly report to the Fire Chief. The salary will be \$105,000.

Commissioner Martin moved and Commissioner Franck seconded to establish a new position of battalion chief within Saratoga Springs Fire Department pursuant to the job description approved by the Civil Service Commission.

Ayes – All

Discussion and Vote: Amend Chapter 118 of the City Code – Building Code Administration (18-322)

Commissioner Martin moved and Commissioner Franck seconded that Chapter 118 of the City Code – Building Code Administration to reflect the change distributed with this agenda.

Ayes – All

Discussion and Vote: Amend Chapter 215 of the City Code – Taxicabs (18-323)

Commissioner Martin moved and Commissioner Franck seconded that Chapter 215 of the City Code – Taxicabs be amended to reflect the changes distributed with this agenda.

Ayes – All

Announcement: Retirement of Sgt. Andrew Prestigiaco

Commissioner Martin announced Sergeant Andrew Prestigiaco will be retiring effective September 21, 2018 after 20 years of service with the Police Department.

SUPERVISORS

Matt Veitch

Zim Smith Trail Update

Supervisor Veitch reported the Saratoga County Economic Development Committee and the Law and Finance Committee have approved the contract for the Zim Smith Trail extension. They are awarding the contract to Peter Luizzi & Brothers, Greenman-Pedersen, and Clough Harbor Associates.

Tara Gaston

Nothing at this time.

ADJOURNMENT

There being no further business, Mayor Kelly adjourned the meeting at 7:29 p.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved: 10/2/18
Vote: 5 - 0