



November 4, 2019

CITY OF SARATOGA SPRINGS
City Council Pre-Agenda Meeting
Recreation Center
15 Vanderbilt Avenue
9:30 AM

PRESENT: Meg Kelly, Mayor
John Franck, Commissioner of Accounts
Michele Madigan, Commissioner of Finance
Anthony Scirocco, Commissioner of DPW
Peter Martin, Commissioner of DPS

STAFF PRESENT: Lynn Bachner, Deputy Commissioner, Finance
Maire Masterson, Deputy Commissioner, Accounts
John Daley, Deputy Commissioner, DPS

Vince DeLeonardis, City Attorney

EXCUSED: Lisa Shields, Deputy Mayor
Joe O'Neill, Deputy Commissioner, DPW

Matthew Veitch, Supervisor
Tara Gaston, Supervisor

CALL TO ORDER

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

PUBLIC HEARING

1. 2020 Comprehensive Budget – Commissioner Madigan stated this public hearing will remain open until the Council votes on the budget.
2. Amend Chapter 222 – Vacant Buildings – Commissioner Martin stated this amendment will give code enforcement more ability to make sure buildings are safe and safeguard historic buildings.
3. Amend Chapter 225 – Handicap Parking - Commissioner Martin advised this relates to handicap parking in private lots.
4. Capital Budget Amendment – Geyser Road Trail – Mayor Kelly stated the City is preparing to award the bid for the construction of the Geyser Road Trail. The funding budgeted for 2020 will be moved to 2019 as things have moved quicker than anticipated.

CONSENT AGENDA

1. Approval of 10/15/19 City Council Meeting Minutes
2. Approval of 10/15/19 Pre-Agenda Meeting Minutes
3. Approval of 10/22/19 Budget Workshop Minutes
4. Approve Budget Amendments – Regular (Increases)
5. Approve Budget Transfers - Regular
6. Approve Payroll 10/18/19 \$616,956.91
7. Approve Payroll 10/25/19 \$517,887.03
8. Approve Payroll 11/01/19 \$714,727.75
9. Approve Warrant - 2019 19MWOCT3 \$1,041.85

10. Approve Warrant – 2019 19MWOCT4 \$42,015.38
11. Approve Warrant – 2019 19MWOCT5 \$4,331.20
12. Approve Warrant – 2019 19NOV1 \$1,377,663.10

No comments.

MAYOR'S DEPARTMENT

Announcement: East Side Fire/EMS Station #3

No comments.

Announcement: 2020 Census Complete Count Committee

Mayor Kelly advised she will be creating a committee.

Discussion and Vote: Authorization for Mayor to Sign Trademark License Agreement with U.S. Census Bureau

No comments.

Discussion and Vote: Recreation Master Plan

No comments.

Discussion and Vote: Accept Basketball Sponsors

No comments.

Discussion and Vote: Approval to Pay Invoice #0113011 in the Amount of \$9,625 and Invoice #0113379 in the Amount of \$3,114.50 to Chazen Eng Land Surveying & Landscape Architecture for Code and Permit Reviews

No comments.

Discussion and Vote: Approval to Pay Invoice #0283843 in the Amount of \$31,375 to GPI for Geyser Road Trail Design

No comments.

Discussion and Vote: MVP PPO & Gold 2020 Renewal Rates and Broker's Commission

No comments.

Discussion and Vote: Dental Coverage 2020 Renewal Rates – Guardian Life Insurance Co.

No comments.

Discussion and Vote: Authorization for the Mayor to Sign Agreement with Richard Sears Tree Experts for Excelsior Tree Removal - Downtown Connector

Mayor Kelly advised the area along Excelsior Park requires the removal of trees and brush to make this a viable part of the route.

Discussion and Vote: Tax Exemption Agreement Between City of Saratoga Springs, Saratoga Springs Housing Authority and SRDI, LLC

Vince DeLeonardis, city attorney, advised this is a project the Housing Authority is undertaking. They received funding for the project for two 12 unit buildings on their property.

Discussion and Vote: Capital Budget Amendment – Geyser Road Trail (#1200)

No comments.

ACCOUNTS DEPARTMENT

Discussion and Vote: approval of Commercial Filming Permit

Marilyn Rivers, director of risk and safety, advised the Safety Committee worked on this permitting process with Discover Saratoga, the Chamber of Commerce, and Tina Carton to come up with what is being presented here. She will be asking for the Council's vote on this tonight.

Discussion and Vote: Approval of Hot Work Permit Protocol

Marilyn Rivers advised the City was put on notice by its insurance company that we had to have a hot work permit policy. We took Travelers' policies and will be adding it to the current Risk and Safety Manual.

Discussion and Vote: Authorization to Pay Additional Costs Billed by GAR Associates in the Amount of Part Payment on \$10,000 for Commercial Date Verification

No comments.

FINANCE DEPARTMENT

Announcement: Review of Policies Re: Approval to Pay Invoices

Commissioner Madigan advised at each Council meeting there are more and more items for approval to pay invoices and the Purchasing Policy not being followed. As the City's internal auditor, she is concerned with being presented with these authorizations. Her office is organizing meetings with all departments to determine reasons for why this is happening.

Discussion: 3rd Quarter 2019 Financial Report

Commissioner Madigan advised the third quarter ended September 30, 2019.

Discussion and Vote: 2019 Finance Policies

Commissioner Madigan advised this is the annual review of policies.

Discussion and Vote: 2019 Finance Policy and Procedure Manual

Commissioner Madigan advised a summary of changes has been uploaded with the agenda.

Discussion and Vote: Authorization for Mayor to Sign Tyler Technologies License and Services Agreement

No comments.

Discussion and Vote: Authorization for Mayor to Sign TVC Albany, Inc. d/b/a FirstLight Fiber Contract

Commissioner Madigan advised this will provide data storage and recovery as well as increased capacity.

Discussion and vote: Bond Resolution – Geyser Road Trail

No comments.

Discussion and Vote: Budget Amendment – Capital (Increase) Geyser Road Trail

No comments.

Discussion and Vote: budget Amendment – Add to Contingency

No comments.

Discussion and Vote: Budget Amendment – Payroll and Benefits

No comments.

Discussion and Vote: Budget Transfer – Payroll and Benefits

No comments.

PUBLIC WORKS DEPARTMENT

Discussion and Vote: Approval to Pay Two Invoices #92657081-001 in the Amount of \$805.40 and #92647020-001 in the Amount of \$1,378.58 to SiteOne Landscape Supply for Recreation Fields and Weibel Ave Ice Rink

No comments.

Discussion and Vote: approval to Pay Two Invoices #IN01048116 in the Amount of \$1,494.37 and #IN01048117 in the Amount of \$1,494.37 to Ross Valve Manufacturing Company for Water Treatment Plant

Commissioner Scirocco stated the valves and high lift pumps would not close due to a bad solenoid. The solenoid has been replaced.

Discussion and Vote: Authorization for Mayor to Sign Change Order #4 with MLB Construction for City Hall Renovation project General Construction

Commissioner Scirocco advised this change order is a change to the original scope of work and unforeseen work needed. The amount of the change order is \$38,324.62.

Discussion and Vote: Authorization for Mayor to Sign Change Order #2 and #3 with Collett Mechanical, Inc. for City Hall Renovation HVAC

Commissioner Scirocco stated these change orders are for ductwork in the basement for \$23,063.88 and adding pipes on the third floor for \$17,733.71.

Discussion and Vote: Authorization for Mayor to Sign Change Order #2 through #4 with Collett Mechanical, Inc. for City Hall Renovation Plumbing

Commissioner Scirocco stated change order #2 is for plumbing in the amount of \$20,696.54; change order #3 is for plumbing and sprinkler work in the police station in the amount of \$20,420.09; and change order #4 is for the removal of existing abandoned gas lines and ductwork in room 1100 in the amount of \$2,296.81.

Discussion and Vote: Authorization for Mayor to Sign Change Order #3 with BlueScope Construction for DPW Dispatch Building

Commissioner Scirocco advised this is for \$33,320 for labor and materials to install sidewalk, overhead door apron, and curbing at the DPW dispatch building.

Discussion and Vote: Authorization for Mayor to Sign Addendum Two with Mesick Cohen Wilson Baker Architects, LLP for Professional Services for Canfield Casino Main Parlor and Bar Room Restoration

Commissioner Scirocco stated this is the continuation of plaster restoration in the amount of \$69,056.

Discussion and vote: Department of Public Works Sick Bank Request

No comments.

PUBLIC SAFETY DEPARTMENT

Discussion and Vote: Authorization for Mayor to Sign Contract with DeNooyer Chevrolet

Commissioner Martin advised this is for a vehicle for the fire chief.

Discussion and Vote: Approval to Pay Invoice #53861 in the Amount of \$2,120 to Overhead Door

Commissioner Martin advised this is for garage door work at firehouse #2.

Discussion and Vote: Authorization for Mayor to Sign Contract with Main Motorcar

Commissioner Martin advised this is a vehicle for code enforcement.

Set Public Hearing: To Amend Chapter 75 of the City Code, Bicycles, with Respect to Bicycles

No comments.

Set Public Hearing: To Amend Chapter 225 of the City Code, Vehicles & Traffic, with Respect to Regent Street and Marion Place

No comments.

Set Public Hearing: To Amend Chapter 225 of the City Code, Vehicles & Traffic, with Respect to Parking in Bicycle Lanes

No comments.

Commissioner Martin added an item to his agenda: Announcement: Police Department Promotions.

SUPERVISORS

Mayor Kelly read the following into the record:

Matt Veitch: 1. County Trails Committee Update

Tara Gaston: 1. Election Day; 2. Code Blue; 3. Upcoming Resolutions

EXECUTIVE SESSION

Mayor Kelly moved and Commissioner Madigan seconded to enter into executive session to discuss proposed, pending, or current litigation and opioid litigation update at 9:51 a.m.

Ayes – All

Council returned at 9:59 a.m.

Mayor Kelly announced no action was taken or decisions made to report on.

ADJOURN

Mayor Kelly adjourned the meeting at 9:59 a.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved: 11/19/19
Vote: 4 - 0