



February 4, 2019

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

**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  
John Daley, Deputy Commissioner, DPS

Vince DeLeonardis, City Attorney

**EXCUSED:** Joe O'Neill, Deputy Commissioner, DPW

Matthew Veitch, Supervisor  
Tara Gaston, Supervisor

**CALL TO ORDER**

Mayor Kelly called the meeting to order at 9:33 a.m.

**PUBLIC HEARING**

1. Amend Capital Budget – Pump Station Upgrades – Commissioner Scirocco stated this is the continuation of the upgrade project.
2. Amend Chapter 171 of the City Code - Plumbing – Mayor Kelly advised this board was re-established in 2018. They reviewed and re-wrote the entire chapter.

**EXECUTIVE SESSION**

Commissioner Franck advised he has an item to be discussed in executive session.

**CONSENT AGENDA**

1. Approval of 1/14/19 Pre-Agenda Meeting Minutes
2. Approval of 1/15/19 City Council Meeting Minutes
3. Approval of 1/29/19 State of the City Meeting Minutes
4. Approve Budget Amendments – Regular (Increases)
5. Approve Budget Transfers - Regular
6. Approve Payroll 01/18/19 \$600,473.65
7. Approve Payroll 01/25/19 \$796,011.16
8. Approve Payroll 02/01/19 \$528,932.23
9. Approve Warrant - 2018 18MWDEC5 \$42,321.01

10. Approve Warrant – 2019 19MWJAN2 \$713,330.63
11. Approve Warrant – 2018 18MWDEC6 \$48.20
12. Approve Warrant – 2019 19MWJAN3 \$5,870.90
13. Approve Warrant – 2019 19MWJAN4 \$3,262.57
14. Approve Warrant – 2018 18DEC5 \$1,015,580.37
15. Approve Warrant – 2019 19FEB1 \$290,245.14
16. Approve Warrant – 2019 19MWFEB1 \$426.00

No comments.

## **MAYOR'S DEPARTMENT**

### Public Hearing Materials: To Amend City Code 171 Entitled "Plumbing"

Mayor Kelly advised since the agenda system will not allow information to be attached to public hearing items; this contains the attachment for the change to City Code 171.

### Set Public Hearing: Substantial Amendment to 2018 CDBG Entitlement Action Plan

Lindsay Connors of the Planning Department advised this is for 2 separate projects. The first is to take \$200,000 from our revolving loan fund and placing it into a grant for the creation of 24 affordable residential units in the City. The second is to expand upon Rebuilding Together to add \$70,000 to their current award.

### Discussion and Vote: Authorization for Mayor to Sign Pitney Farms Watermain Easement

Mayor Kelly advised this easement grants the City an easement for the waterline. The cost to the City is \$1.

### Discussion and Vote: SEQRA Evaluation for Flat Rock Centre Project

Mayor Kelly advised Brad Birge of the Planning Department sent a memo to the Council on Friday explaining the process and documentation.

Commissioner Martin asked if the SEQRA determination the only determination that will be made in relation to the entire lot.

Brad Birge of the Planning Department advised the Council identified 2 phases as part of the conceptual plan. The first phase was construction of the parking structure and the second phase is additional green space and parks. They are covered under this SEQRA evaluation. What isn't covered is the future building pad. SEQRA will be re-opened at that time.

Commissioner Madigan confirmed if the plan changes substantially, that will that kick off an additional SEQRA evaluation.

Brad advised it would.

Mayor Kelly advised she is adding an item to her agenda: Set Public Hearing for Local Law #1 of 2019 to amend Section 2.1 of the City Charter.

## **ACCOUNTS DEPARTMENT**

### Appointment: Commissioners of Deeds

Commissioner Franck moved this item to the Consent Agenda.

Award of Bid: Horticulture Supplies to Dehn's Flowers, Inc.

No comments.

Commissioner Franck advised he may be adding an item to his agenda depending upon the outcome of the executive session.

## **FINANCE DEPARTMENT**

Discussion and Vote: Updates 2019 City Fees

No comments.

Discussion and Vote: 2019 Annual Tax Resolution

No comments.

Announcement: Economic Development Lunch and Learn Series – Blockchain: The Future of Everything (2/28)

No comments.

Discussion and Vote: Budget Amendment – Use of Fund Balances Sewer Funds

No comments.

Discussion and Vote: Budget Transfer – Contingency

No comments.

Discussion and Vote: Budget Transfers – Payroll 2018

No comments.

Announcement: Key Points of Governor's 2019 – 2020 Executive Budget

No comments.

Commissioner Madigan added an item to her agenda: Discussion and Vote: MOA Between the City & Habitat for Humanity.

## **PUBLIC WORKS DEPARTMENT**

Discussion and Vote: Accept Donation for Memorial Bench

No comments.

Discussion and Vote: DPW Sick Bank Request

Commissioner Scirocco advised they will be asking for 102 hours for an employee.

Discussion and Vote: Amend 2019 Capital Budget for the Sanitary Pump Station Upgrades

Tim Wales, city engineer, advised this is to continue the upgrade project.

Discussion and Vote: Authorization for Mayor to Sign Contract with Dehn's Flowers, Inc. for Horticulture Supplies

No comments.

Discussion and Vote: Authorization for Mayor to Sign Bast Hatfield Changer Order #7 Per Settlement Agreement

Tim Wales advised this is the final change order.

Discussion and Vote: Authorization for Mayor to Sign Addendum 3 with Stantec Consultant Services for Nelson Ave Drainage Improvements

Tim Wales advised due to the weather the work has been pushed to the spring.

Commissioner Scirocco added an item to his agenda: Update: Watermain Break of Last Week.

**PUBLIC SAFETY DEPARTMENT**

Set Public Hearing: To Amend chapter 225 of the City Code, Vehicle & Traffic, with Respect to Adding Stop Signs on Ash Street at its Intersection with Birch Street

No comments.

Announcement: third Citizens Advisory Board Meeting

Commissioner Martin advised the 3<sup>rd</sup> meeting will be held on February 28<sup>th</sup> in the City Council Room as the Recreation Center.

Discussion and Vote: End of the Year Purchase Requisitions – 2018

Commissioner Martin advised there are 7 requisitions not approved that he is bringing forward.

**SUPERVISORS**

Mayor Kelly advised Supervisor Veitch and Supervisor Gaston both have the NYSAC Legislative Conference on their agenda.

**EXECUTIVE SESSION**

**Mayor Kelly moved and Commissioner Franck seconded to go into executive discussion regarding discussion of settlement of an Article 7 case at 9:50 a.m.**

**Ayes – All**

City Council returned at 9:57 a.m.

Mayor Kelly advised due to executive session; an item will be added to Commissioner Franck's agenda regarding the settlement of an Article 7 case.

**ADJOURN**

Mayor Kelly adjourned the meeting at 9:58 a.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved:  
Vote:

DRAFT