



January 18, 2022

**CITY OF SARATOGA SPRINGS**  
**City Council Meeting**  
**474 Broadway**  
**7:00 PM**

P.H. – 6:55 PM – Weibel Avenue PUD  
Amendment

**7:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO FLAG**

**PUBLIC COMMENT PERIOD / 15 MINUTES**

**PRESENTATION**

1. Saratoga Greenbelt Trail Downtown Connector Final Engineered Plans

**EXECUTIVE SESSION**

1. Discussion regarding proposed, pending, or current litigation: Article 7

**CONSENT AGENDA**

1. Approval of 1/3/2022 Pre-Agenda Meeting Minutes
2. Approval of 1/4/2022 City Council Meeting Minutes
3. Approval of 12/20/2021 Pre-Agenda Meeting Minutes
4. Approval of 12/21/2021 City Council Meeting Minutes
5. Approval of 12/29/2021 City Council Meeting Minutes
6. Approve Use of Insurance Reserve Resolution #1
7. Approve Use of Insurance Reserve Resolution #2
8. Approve Budget Amendment s- Insurance Reserve #1
9. Approve Budget Amendments – Insurance Reserve #2
10. Approve Budget Amendments – Insurance
11. Approve Budget Transfers – Regular
12. Approve Budget Transfers – Capital
13. Approve Payroll 1/7/2022 \$443,985.68
14. Approve Payroll 1/14/2022 \$702,188.06
15. Approve Mid-Warrant – 2021 21MWDEC8 \$95,271.50
16. Approve Warrant – 2021 21DEC4 \$475,259.96
17. Approve Mid-Warrant – 2022 22MWJAN1 \$17,041.43
18. Approve Warrant – 2022 22JAN2 \$139,425.66

**MAYOR'S DEPARTMENT**

1. Announcement: City Attorney
2. Announcement: Missing Sidewalk Links Design Phase Complete
3. Announcement: Infrastructure Committee
4. Appointments: Land Use Boards

5. Discussion and Vote: State of the City Date
6. Discussion and Vote: Saratoga Springs Recreation Department Part-Time/Seasonal Personnel & Referee Proposal
7. Discussion and Vote: Updated Scholarship Application Approval
8. Discussion and Vote: Authorization for Mayor to Sign Addendum #1 with Barton & Loguidice for Professional Services Re: Saratoga Missing Sidewalks Links Project
9. Set Public Hearing: Saratoga Downtown Connector Trail final Design and Engineering

#### **ACCOUNTS DEPARTMENT**

1. Discussion and Vote: Adopt Resolution for KN-95 / N95 Masks
2. Announcement: COVID Test Distribution and City COVID Policy
3. Award of Bid: GASB 75 Actuarial Services o Armory Associates
4. Announcement: Office Hours for the Commissioner of Accounts
5. Announcement: Outdoor Dining Meeting with Business Community
6. Appointment: Jesse Lena to the Board of Assessment Review (BAR)
7. Appointment: Infrastructure Committee

#### **FINANCE DEPARTMENT**

1. Remarks: Finance Department Update
2. Announcement: Retirement – Information Technology Systems Director
3. Appointment: Infrastructure Committee
4. Discussion and Vote: Civil Service Commission Appointment
5. Discussion and Vote: Resolution for Non-Union Full-Time Employees (Civil Service)
6. Discussion and Vote: Resolution for Assignment for COVID Safety Purchases – City Hall Personnel
7. Discussion and Vote: Resolution for the Use of the Retirement Reserve
8. Discussion and Vote: Resolution for the Use of the Reserve for the Payment of Bonded Indebtedness
9. Discussion and Vote: Resolution for the Use of the “Recreation Trust”
10. Discussion and Vote: Authorization for Mayor to Sign Agreement with Armory Associates for Actuarial Services
11. Discussion and Vote: Approve 2021 Purchase Requisition for 2021 Purchase Order for ClearGov for Cloud-Based Budget Transparency Program
12. Discussion and Vote: Budget Transfers - Payroll

#### **PUBLIC WORKS DEPARTMENT**

1. Discussion and Vote: Authorization for Mayor to Sign Contract with Adirondack Tire for Tires, Tubes and Services
2. Discussion and Vote: Authorization for Mayor to Sign Contract with Palette Stone for Crushed Gravel
3. Discussion and Vote: Authorization for Mayor to Sign Contract with Core & Main, LP for Sensus Products
4. Discussion and Vote: Authorization for the Mayor to Sign Addendum #1 with Designated Engineer Firms for Engineering Services

#### **PUBLIC SAFETY DEPARTMENT**

1. Discussion and Vote: Approve Payment of Invoice to Gerald Sabloski in the Amount of \$400
2. Discussion and Vote: Approve Purchase Requisitions for LLV Office, LaRosa’s, and Aimpoint
3. Discussion and Vote: Approve Payment of Invoice to Jeff Cornick for Reimbursement for Office Supplies
4. Discussion and Vote: Authorization for Mayor to Sign Grant Application for Safer Grant Re: Funds for Firefighters

**SUPERVISORS**

Matt Veitch

1. Organizational Meeting of the Board of Supervisors
2. 2022 Committee Assignments
3. Not for Profit Program

Tara Gaston

1. COVID-19 Update
2. 2022 Committee Assignments
3. Upcoming Public forums

**ADJOURN**



January 18, 2022

**CITY OF SARATOGA SPRINGS**  
**City Council Meeting**  
**474 Broadway**  
**7:00 PM**

**PRESENT:** Ron Kim, Mayor  
Minita Sanghvi, Commissioner of Finance  
Dillon Moran, Commissioner of Accounts  
Jim Montagnino, Commissioner of DPS

**STAFF PRESENT:** Angela Rella, Deputy Mayor  
Heather Crocker, Deputy Commissioner, Finance  
Stacy Connors, Deputy Commissioner, Accounts  
  
Matthew Veitch, Supervisor  
Tara Gaston, Supervisor

**EXCUSED:** Anthony Scirocco, Commissioner of DPW  
  
Joe O'Neill, Deputy Commissioner, DPW  
Jason Tetu, Deputy Commissioner, DPS

**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 HEARING**

Weibel Avenue PUD Amendment

Mayor Kim opened the public comment period at 6:57 p.m.

No one spoke.

Mayor Kim concluded the public hearing at 6:58 p.m. and left it open.

**CALL TO ORDER**

Mayor Kim called the meeting to order at 7:00 p.m.

## **PUBLIC COMMENT**

**Mayor Kim advised there are new rules to public comment. People have 2 minutes to use or lose it. He asked all to be kind; we are a community. He also asked the speakers to be factual. The Council members may respond if they choose. He will also be starting a question period at the end of the City Council meeting. The public must register to present their questions.**

Mayor Kim opened the public comment period at 7:01 p.m.

John Kaufmann of Saratoga Springs stated he had a couple additional questions for the mayor regarding the city attorney. He asked what was the analysis used to determine the reduction in the number of hours to 30 hours per week that the city attorney will be working. (copy of handout attached).

Sam Brewer of Saratoga Springs stated 19,000 N95 masks were given to the City to hand out in a city of 30,000 people. The number of supplies are less than needed. He would like to hear more on preparations.

Mayor Kim closed the public comment period at 7:05 p.m.

## **PRESENTATION**

### Saratoga Greenbelt Trail Downtown Connector Final Engineered Plans

Tina Carton, administrator of parks, open land and historic preservation presented (copy of presentation attached). Tina explained who the design consultants are on this project. New York State Department of Transportation (NYSDOT) is providing the funding for this project. The trail is needed as the use of trails has gone up 79% since COVID. The Downtown Connector is part of the larger project – Greenbelt Trail, Geyser Road Trail, Spring Run Trail, Railroad Run Trail and Bog Meadow Trail. This project is scheduled to go to construction this summer. The sidewalk on High Rock will be removed and replaced by a 10' trail near the Farmers' Market. This is an all off-road trail. The next phase is looking at area by the mall and ice rinks to better connect that area to the City. The final design has been approved by NYSDOT. Construction is expected to be completed by fall/winter 2022.

## **EXECUTIVE SESSION**

**Commissioner Moran moved and Commissioner Sanghvi seconded to enter into executive session for discussion regarding proposed, pending, or current litigation: Article 7 at 7:20 p.m.**

**Ayes – All**

Council returned at 7:26 p.m.

Mayor Kim announced there will be one item added to Commissioner Moran's agenda as a result of the executive session.

## **SUPERVISORS**

Matthew Veitch

Organizational Meeting of the Board of Supervisors

Supervisor Veitch reported Todd Kusnierz was re-elected chair of the Board of Supervisors and John Shaw was re-elected as vice-chair. They updated the rules and consolidated a few committees. They now made the committees five member committees.

#### 2022 Committee Assignments

Supervisor Veitch reported that he has been assigned to the Law and Finance Committee; Chair of the Buildings, Grounds, and Technology Committee; Trails and Open Space Committee; Economic Development Committee, and Saratoga Casino Hotel Foundation.

#### Not for Profit Program

Supervisor Veitch reported the County placed \$2 million dollars in the budget for a grant program for non-profits. The non-profit must show loss of funds due to COVID. More information can be found on the County's webpage.

#### Tara Gaston

#### COVID-19 Update

Supervisor Gaston reported the positivity rate remains high but the number of tests taken has gone down. There are not as many people in ICU and only half of the vaccinated people in the County have received the booster.

#### 2022 Committee Assignments

Supervisor Gaston reported she has only been assigned to one committee – Real Property Tax Committee.

#### Upcoming Public Forums

Supervisor Gaston reported she will be hosting a public forum on short-term rentals at the City Center on February 17<sup>th</sup> from 5 – 7 p.m. She will be holding her own public forum on March 3<sup>rd</sup> at 6:30 p.m.

### **CONSENT AGENDA**

**Mayor Kim moved and Commissioner Montagnino seconded to approve the consent agenda as listed.**

1. Approval of 1/3/2022 Pre-Agenda Meeting Minutes
2. Approval of 1/4/2022 City Council Meeting Minutes
3. Approval of 12/20/2021 Pre-Agenda Meeting Minutes
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**Ayes – All**

## **MAYOR'S DEPARTMENT**

### Announcement: City Attorney

Mayor Kim announced he reviewed the City Attorney's Office and how service was delivered to the City and staff. In 2021, the cost for the city attorney was \$178,000 and the cost for the use of outside counsel for 2021 was \$86,000. The projected cost for the city attorney for 2022 was \$206,000 and the projected for 2022 outside counsel is \$100,000. He concluded the City is able to go back to having a part time city attorney at 30 hours per week with a salary range of \$95,000 - \$100,000 and will save the City approximately \$50,000 - \$70,000 per year. He is opening the search for an attorney who can be a City resident or not.

### Announcement: Missing Sidewalk Links Design Phase Complete

Mayor Kim announced the final design report is being submitted to New York State Department of Transportation.

### Appointment: Infrastructure Committee

Mayor Kim appointed Joanne Yepsen as the chair of the Infrastructure Committee. They are seeking funding from the federal and state governments for infrastructure in the City. Infrastructure consists of things such as roads, bridges, and climate change. The Committee is charged with prioritizing a list of projects and presenting that list to the Council by the end of May.

### Appointment: Land Use Boards

Mayor Kim appointed Mark Pingel to the Planning Board; William McTygue as an alternate to the Planning Board; and Justin Farrington to the Zoning Board of Appeals.

### Discussion and Vote: State of the City Date (22-005)

**Mayor Kim moved and Commissioner Moran seconded to approve the resolution:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SARATOGA SPRINGS, NEW YORK  
STATE OF THE CITY**

**BE IT RESOLVED, by the City Council of the City of Saratoga Springs, New York as follows:**

**WHEREAS, Title 3 of the City Charter entitled THE MAYOR, Section 3.E State of the City Address states "The Mayor shall submit in writing to the Council and the public a State of the City Message on or before the first regularly scheduled Council meeting in February each year.";**

**WHEREAS, the date of the State of the City Address has been varied by City Council in the past;**

**WHEREAS, delivering the State of the City Address in person is preferred; and**

**WHEREAS large public gatherings are not in the interests of public safety during the COVID pandemic,**

**NOW THEREFORE BE IT RESOLVED that, for the year 2022, the Mayor shall submit to the Council and the public a State of the City message on or before March 19, 2022.**

**Ayes – All**

### Discussion and Vote: Saratoga Springs Recreation Department Part-Time/Seasonal Personnel & Referee Proposal (22-006)

**Mayor Kim moved and Commissioner Moran seconded the Saratoga Springs Recreation Department is proposing that for their part-time/seasonal personnel rates from 1/29/2022 be**

**effective. This is an annual request and the appropriations are included in the 2022 adopted budget.**

**Ayes – All**

Discussion and Vote: Updated Scholarship Application Approval (22-007)

**Mayor Kim moved and Commissioner Montagnino seconded the Rec Department, like many organizations, is having difficulties getting volunteers for programs for coaching. To encourage more volunteers, the department is requesting approval to bring back the prior policy that all volunteer coaches and assistant coaches are provided 100% scholarship for their children who would be participating in the program.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Addendum #1 with Barton & Loguidice for Professional Services Re: Saratoga Missing Sidewalks Links Project (22-008)

**Mayor Kim moved and Commissioner Sanghvi seconded that this is a contract that was previously approved by the City Council. The amount is not changing but basically we have to addend, add to the contract and it's an extension of the work/the time to do the work. The amount of the contract is \$64,613 and was previously approved by the Council.**

**Ayes – All**

Set Public Hearing: Saratoga Downtown Connector Trail Final Design and Engineering

Mayor Kim set a public hearing for Tuesday, February 1, 2022 at 6:20 p.m.

## **ACCOUNTS DEPARTMENT**

Discussion and Vote: Adopt Resolution for KN-95 / N95 Masks (22-009)

Commissioner Moran advised that on August 17, 2021, the City Council passed a resolution that required all employees and visitors, regardless of their vaccination status, to wear a facemask when entering a City building. This resolution goes one-step further to require the mask be either a KN-95 or an N95. He would like to strikeout the rest of the sentence after "...duty assignments...." In the second paragraph.

Commissioner Moran read the resolution into the record with a modification he made at the table as follows:

A RESOLUTION  
OF THE CITY COUNCIL  
OF THE CITY OF SARATOGA SPRINGS, NEW YORK

BE IT RESOLVED, by the City Council of the City of Saratoga Springs, New York, as follows:  
WHEREAS, the City of Saratoga Springs follows the CDC and NYS Department of Public Health guidelines for COVID Pandemic Protocols. The City is legally bound to uphold NYS Public Employee Safety and Health (PESH) programming in support of federal OSHA Standards. Per OSHA 1910 Subpart I – Personal Protective Equipment, the City is required to provide personal protective equipment in accordance with OSHA standards. OSHA has also adopted additional COVID Pandemic standards, guidance, directives, and best practices.

NOW, THEREFORE, BE IT RESOLVED, the City hereby adopts the CDC recommendations for N/KN95 mask wearing in public settings. KN95 masks shall be provided to every employee of the City and it shall be required that these masks are worn during work hours and duty assignments. KN95 masks shall be provided to City employees for use during their employment at no cost to the employee.

This City Council Resolution supplements the City Council Mask Resolution adopted on August 17, 2021.

**Commissioner Moran moved and Commissioner Montagnino seconded to adopt the resolution as included with the agenda minus the one strikeout.**

**Ayes - All**

Announcement: COVID Test Distribution and City COVID Policy

Commissioner Moran advised the City may be receiving another distribution of test kits this week. If we receive them, there will be a drive-through giveaway this Saturday, January 22<sup>nd</sup> at the City Center parking garage from 1 – 3 p.m. Proof of residency is required.

Award of Bid: GASB 75 Actuarial Services to Armory Associates (22-010)

**Commissioner Moran moved and Mayor Kim seconded to award the bid for GASB 75 actuarial services to Armory Associates in the amount not to exceed \$24,750.**

**Ayes - All**

Announcement: Office Hours for the Commissioner of Accounts

Commissioner Moran advised he will be holding office hours on most Saturdays to hear from the public. Right now, they are booked into February. If someone would like to schedule a meeting, please contact Deputy Commissioner Stacy Connors at 518-587-3550 ext. 2543 or email her at [stacy.connors@saratoga-springs.org](mailto:stacy.connors@saratoga-springs.org).

Announcement: Outdoor Dining Meeting with Business Community

Commissioner Moran announced he will be scheduling a Zoom meeting with the business community to discuss outdoor dining. The meeting will be on Tuesday, January 25<sup>th</sup> at 6 p.m. Invitations will be coordinated with the Chamber and Downtown Business Association.

Appointment: Jesse Lena to the Board of Assessment Review (BAR)

Commissioner Moran appointed Jesse Lena to the Board of Assessment Review. This is a 5-year term and will be replacing Jim Martinez.

He thanked Jim Martinez for his time and service to the City.

Appointment to Infrastructure Committee

Commissioner Moran appointed Amy Ryan to the Infrastructure Committee.

**Commissioner Moran moved and Commissioner Sanghvi seconded to add a discussion and vote on the settlement of an article 7 case for parcel ID 166.-2.35. (22-011)**

**Ayes – All**

Discussion and Vote: Settlement of Article 7 Case for Parcel ID#: 166.-2-35 (22-012)

**Commissioner Moran moved and Commissioner Montagnino seconded for the City Council to settle the Article 7 case for parcel ID#: 166.-2-35 as follows: Parcel # 166.-2-35. The original assessment was \$341,700. The negotiated assessed value is at \$245,000. The reduction amount is \$96,700 and there will be a refund of \$0. The grand total 2021 refund for this parcel is \$0.**

**Ayes – All**

## FINANCE DEPARTMENT

### Remarks: Finance Department Update

Commissioner Sanghvi advised the Finance Department has been doing an internal audit on energy accounts. They will be mailing approximately 11,000 tax bills. The year to date collection of occupancy tax is \$586,747; significantly greater than the 2020 occupancy tax. The year to date sales tax is \$13.8 million, exceeding the 2021 adopted budget estimates. Mask up Saratoga signs are still available.

### Announcement: Retirement – Information Technology Systems Director

Commissioner Sanghvi announced Kevin Kling will be retiring the end of this week.

### Appointment: Infrastructure Committee

Commissioner Sanghvi appointed Laura Faulk to the Infrastructure Committee. Laura is a member of Sustainable Saratoga.

### Discussion and Vote: Civil Service Commission Appointment (22-013)

Commissioner Sanghvi recommended the appointment of Jennifer Leidig to the Civil Service Commission. Jennifer's political affiliation differs from the current two Civil Service Commissioners. Jennifer served on the Saratoga Springs School Board and the Saratoga Hospital Foundation Board. Miss Leidig is qualified and committed.

**Commissioner Sanghvi moved and Commissioner Montagnino seconded for the City Council to approve the appointment as described with the agenda.**

### **Ayes - All**

### Discussion and Vote: Resolution for Non-Union Full-Time Employees (Civil Service) (22-014)

Commissioner Sanghvi advised the change to the non-union full-time employee resolution is to cover an increase in salary for the Civil Service Coordinator.

Resolution is as follows:

#### RESOLUTION FOR NON-UNION FULL TIME EMPLOYEES Amended January 18, 2022

It is the intent of this resolution to establish changes in compensation and fringe benefits for the following non-union full time employees of the City of Saratoga Springs. Employees and personnel subject to this resolution shall be each hereinafter referred to as "EMPLOYEE", and include:

Executive Assistant Deputy	Commissioner of Public Works
Executive Assistant to the Mayor	Deputy Commissioner of Accounts
Executive Assistant to the Commissioner of Public Works	Deputy Commissioner of Finance
Executive Assistant to the Commissioner of Public Safety	Deputy Commissioner of Public Safety
Human Resources Administrator	Deputy Mayor
Director of Risk and Safety	Human Resources Specialist
Budget Director	Civil Service Coordinator
	City Attorney

This resolution shall supersede all prior resolutions affecting compensation and benefits for said EMPLOYEES. This resolution shall only be effective for stated EMPLOYEES in service as of the date of the resolution adoption and those in service subsequent to the date of adoption, and specifically shall not apply to EMPLOYEES who have retired, or left office, prior to date of adoption.

Nothing in this resolution shall be construed to create an employment agreement nor alter the "at-will" status of the Executive Assistant to the Mayor, the Executive Assistant to the Commissioner of Public Works, the Executive Assistant to the Commissioner of Public Safety, Deputy Commissioner of Public Works, Deputy Commissioner of Accounts, Deputy Commissioner of Finance, Deputy Commissioner of Public Safety, Deputy Mayor, and the Human Resources Administrator.

NOW THEREFORE BE IT RESOLVED as follows:

- A. The terms of this resolution shall take place on January 1, 2007, and shall include such further terms as added by Resolutions dated July 19, 2011, January 15, 2013, August 6, 2013, December 17, 2013, August 5, 2014, September 16, 2014, November 18, 2014, January 19, 2016, June 21, 2016, August 2, 2016, November 15, 2016, February 21, 2017, March 20, 2018, May 1, 2018, June 4, 2019, December 17, 2019, March 17, 2020, and August 16, 2021.
- B. Effective January 1, 2018, the title of Secretary for the Civil Service Commission shall be changed to Civil Service Coordinator and shall have a total annual base salary of Fifty Thousand Dollars (\$50,000.00). The total compensation for the Civil Service Coordinator will remain at Fifty Thousand Dollars (\$50,000.00) for 2018 and resume any increases in 2019 according to the current CSEA City Hall Bargaining Unit contract. Effective January 1, 2020 the title of Civil Service Coordinator shall have a total annual base salary of Fifty-Eight Thousand Dollars (\$58,000.00) and resume any increases in 2021 according to the current CSEA City Hall Bargaining Unit contract. Effective January 1, 2022 the Civil Service Coordinator shall have a total annual salary of Sixty-five Thousand Dollars (\$65,000.00). It will resume increases in 2022 according to the current CSEA City Hall Bargaining Unit contract.
- C. Effective March 25, 2019, the Human Resources Administrator's annual base salary shall be One Hundred Ten Thousand dollars (\$110,000.00). Effective January 1, 2020, the Human Resources Administrator's annual base salary shall be One Hundred Fifteen Thousand dollars (\$115,000.00).
- D. The salary of the Executive Assistant, Executive Assistant to the Commissioner of Public Works and the Executive Assistant to the Commissioner of Public Safety shall be the same as the Executive Assistant to the Mayor. Effective December 1, 2016 the total annual base salary of each aforementioned Executive Assistant shall be Forty Seven Thousand Five Hundred Four Dollars (\$47,504.00).
- E. The annual base salary of each Deputy, regardless of department or years of service, shall be the same. The total salary for each Deputy may vary based on longevity payments made in addition to annual base salary, pursuant to Section K(13). Effective July 31, 2021, the Deputy Commissioner of Finance, Public Works, Accounts, Public Safety and Mayor's Department shall be Seventy Nine Thousand Two Hundred Thirty-Three (\$79,233.00).
- F. The addition of the City Attorney to this Resolution shall supersede all prior resolutions, contracts, and Council actions affecting terms, compensation, and benefits for the City Attorney including the November 15, 2016 Resolution previously approved by City Council. The annual base salary for the City Attorney shall be One Hundred Thirty Five Thousand Dollars (\$135,000.00) to take effect on April 9, 2018.
- G. Effective June 4, 2019, the Human Resources Specialist annual base salary shall be Forty Eight Thousand dollars (\$48,000.00).
- H. Effective March 17, 2020, the Budget Director's annual base salary shall be Seventy-Seven Thousand, Eight Hundred Sixty and 00/100 (\$77,860.00).
- I. Effective January 1, 2018, the EMPLOYEES standard workweek shall be 40 hours per week.
- J. The EMPLOYEES shall not be entitled to overtime compensation, except as may be required by federal law.
- K. The EMPLOYEES shall enjoy and be entitled to the following benefits:
  1. Vacation: An EMPLOYEE shall earn annual vacation as follows: ten (10) working days during their first year of service, and during each of the next four (4) years of service; fifteen (15) working days upon completion of five (5) years of service; twenty (20) working days upon completion of ten (10) years of service; twenty five (25) working days upon completion of fifteen (15) years of service and thirty (30) working days upon completion of twenty (20) years of service. For each EMPLOYEE hired after January 1, 2006, a proration of the ten (10) days will be granted during the first year of service.

Vacations for the EMPLOYEE shall be scheduled and approved by their respective Council member.

Vacation must be taken by December 31st of the year vacation was earned, or else the time shall be forfeited. If the EMPLOYEE retires, resigns, or is not reappointed, the EMPLOYEE shall be entitled to payment for only those vacation days earned and unused for the period between the EMPLOYEE's last earning date and the date of retirement, resignation or other termination.

If a recognized City Hall holiday falls within the vacation period, the vacation period shall be Page 3 of 6 Rev. 7/19/11; 1/15/13; 08/06/13; 12/17/13; 08/05/14; 09/16/14; 11/18/14; 01/19/16; 06/21/16; 08/02/16; 11/15/16; 2/21/17; 3/20/18; 5/1/18; 6/4/19; 12/17/19; 03/17/20; 09/07/21; 01/18/22 extended by the holiday falling within such periods.

If an EMPLOYEE should die during his or her employment, all vacation time earned and unused for the period between the EMPLOYEE's last anniversary date and the date of death, shall be paid in cash or as EMPLOYEE's death benefit to his/her designated beneficiary or estate.

2. Sick Leave: The EMPLOYEE shall be entitled to sick leave with pay for a maximum of twelve (12) working days per year. The EMPLOYEE may accumulate sick leave, but may not use more than one hundred fifty (150) days in any given twelve (12) month period. EMPLOYEE shall use sick leave in no less than one (1) hour increments. Each EMPLOYEE hired after January 1st shall be granted a proration of the twelve (12) days allotted during the first year of service.

If an EMPLOYEE is absent because of illness or disability for more than three (3) consecutive days, they may be required by their Commissioner/Mayor to provide a physician's statement of sickness or disability.

Prior to any cash payments for unused sick leave, an EMPLOYEE who terminates his/her service prior to December 31st shall be granted a proration of the twelve (12) days allotted.

Their Commissioner on an annual basis must maintain an EMPLOYEE's records of sick time with a copy submitted to the Commissioner of Finance for each EMPLOYEE's payroll folder.

Cash payments will be made for accumulated unused sick leave remaining in the EMPLOYEE's individual account at termination of employment or upon death of EMPLOYEE while in the employ of the City upon the following basis: Twenty-five percent (25%) of accumulated sick leave up to a maximum of two hundred (200) days (cash payment of fifty (50) days). Cash payments upon death of EMPLOYEE while in the employ of the City shall be paid to the EMPLOYEE's beneficiary or estate.

3. Personal Days: The EMPLOYEE who works forty (40) hours per week shall be granted six (6) personal days per year. Each personal day may be taken at either a full day, one half (1/2) day, or at a minimum of two (2) hour increments at a time. Such leave shall be requested in writing at least twenty-four (24) hours in advance of the requested time.

The six (6) personal days shall be granted for the year on January 1st. Each EMPLOYEE hired after January 1st shall be granted a proration of the six (6) days allotted, however, if the EMPLOYEE does not complete the entire year, the pro-rated equivalent rate of pay shall be subtracted from any monies due to the EMPLOYEE. Personal days not used in any calendar year shall be credited to accumulated sick leave.

4. Holidays: The EMPLOYEE shall be entitled to twelve (12) paid Holidays: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, and Election Day at the November General Election. An additional paid holiday shall be added, effective calendar year 2022: Juneteenth.
5. Bereavement: The EMPLOYEE shall be entitled to three (3) consecutive workdays off per death in their immediate family. Immediate family shall be defined as mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, sister-in-law, brother-in-law, spouse, Page 4 of 6 Rev. 7/19/11; 1/15/13; 08/06/13; 12/17/13; 08/05/14; 09/16/14; 11/18/14; 01/19/16; 06/21/16; 08/02/16; 11/15/16; 2/21/17; 3/20/18; 5/1/18; 6/4/19; 12/17/19; 03/17/20; 09/07/21; 01/18/22 grandparent(s), grandchild, step parent, step child, aunt, uncle or other persons living in the household of the EMPLOYEE.
6. Retirement: The EMPLOYEE shall be covered by the New York State EMPLOYEE's Retirement System known as 75i of the New York State Retirement Law.
7. Health: For EMPLOYEES hired prior to January 1, 2007, the EMPLOYEE shall be entitled to participate in the MVP25 health insurance plans offered by the City to the various bargaining units, at no cost to the EMPLOYEE. The City shall provide the plans to the EMPLOYEE, their dependents, and retired EMPLOYEES and their dependents at the City's own expense. For EMPLOYEES hired after January 1, 2007, the EMPLOYEE shall be entitled to participate in the MVP25 health insurance plans offered by the City to the various bargaining units, at a cost to the EMPLOYEE, of ten percent (10%) of the total cost of his or her health insurance plan not to exceed Seven Hundred Fifty Dollars (\$750.00) per year. The City shall provide the plans to the EMPLOYEE, their dependents, and retired EMPLOYEES and their dependents.

For all Medicare eligible retirees residing within the geographic network served by MVP, the City shall offer the MVP Medicare Advantage Preferred Gold as the sole plan. For all Medicare eligible retirees residing outside the geographic network served by MVP, the City shall offer the MVP Preferred PPO Plan as the sole plan. For all retirees not eligible for Medicare residing within the geographic network served by MVP, the City will offer the MVP Co-Plan 25 HMO as the sole plan. For all retirees not eligible for Medicare residing outside the geographic network served by MVP, the City will offer the MVP Preferred PPO Plan as the sole plan. The City shall provide these plans to the retired EMPLOYEES and their dependents.

In the event that federal or state legislation, rules and/or regulations issued in relation to the Patient Protection and Affordable Care Act ("PPACA"), the Health Care and Education Reconciliation Act of 2010 ("HCERA") and/or any other legislation, rule or regulation:

- a) impact in any way the health insurance plans, costs or benefits provided for in this Resolution (including but not limited to contractual benefits such as health insurance buy-outs or stipends); or
- b) raise a question as to whether the health insurance benefits provided for herein meet certain standards contained in such legislation, rules and/or regulations (including, but not limited to, compliance with legislation, rules, regulations, or any legislation, rules, or regulations which may cause the City to be charged any penalty, or those that govern whether plan benefits meet the "minimum essential benefits" standard or a similar standard, whether the City premium contribution levels are adequate and/or meet legal requirements, or whether the individual household affordability standard is satisfied); or
- c) permit an individual or group of individuals to receive benefits, subsidies, or credits through a health insurance exchange program (or any other government subsidy or benefit provided pursuant to the PPACA, HCERA, or any state or federal regulations or rules implementing health insurance reform laws).

The City may immediately implement changes as necessary to comply with federal and/or state laws, rules, and regulations and/or to avoid or eliminate penalties, potential penalties, or taxes. Such changes may include, among others, modifications for individual EMPLOYEES, Page 5 of 6 Rev. 7/19/11; 1/15/13; 08/06/13; 12/17/13; 08/05/14; 09/16/14; 11/18/14; 01/19/16; 06/21/16; 08/02/16; 11/15/16; 2/21/17; 3/20/18; 5/1/18; 6/4/19; 12/17/19; 03/17/20; 09/07/21; 01/18/22 including modification to individual or group coverage, benefits, contributions or wages, to the extent necessary to comply with federal and/or state laws, rules, and regulations and/or to avoid or eliminate penalties, potential penalties, taxes, or cessation of payments toward the cost of benefit(s) if such benefit(s) are not compliant with the PPACA/HCERA or if such compliance would cause the City penalty or cost associated with avoidance of penalty.

The City shall provide such medical coverage for the widow or widower of the EMPLOYEE or retired EMPLOYEE in this resolution until the widow or widower's death or remarriage whichever occurs sooner. Children shall be covered until age nineteen (19) or as stipulated in the appropriate health care contract or otherwise as may be required by law.

"Retirees" shall be defined as full time EMPLOYEES who have served the City of Saratoga Springs for at least twenty (20) consecutive years and retire from the New York State Employee's Retirement System Section 75i of the New York State Retirement Law and were serving as full time EMPLOYEES of the City of Saratoga Springs at the time of retirement.

Employees shall receive health insurance upon retirement subject to the same terms identified in number 7 of this resolution and also conditioned that the employee must complete twenty (20) years of service with the City, be employed by the City at the time of retirement and be eligible to retire under the NYS Employees' Retirement System.

An EMPLOYEE may elect not to participate in a plan of medical and health insurance benefits provided under this agreement and such EMPLOYEE shall be eligible to receive a payment of Twenty Two Hundred Dollars (\$2,200.00) for single coverage, Twenty Five Hundred Dollars (\$2,500.00) for two (2) person coverage or Three Thousand Dollars (\$3,000.00) for family coverage per calendar year. No EMPLOYEE shall be eligible to receive such payment unless the EMPLOYEE shall have provided proof to the Finance Office that such EMPLOYEE and such EMPLOYEES eligible dependents are covered by a comparable plan of medical and health insurance benefits for the entire year that such EMPLOYEE elected not to be covered by a plan provided by the Employer. Payments shall be made on December 15th of each year. The parties understand that participation in a plan of medical and health insurance benefits is mandatory. An election not to be covered shall be made on or about December 15th of each year to the Principal Account Clerk in the Finance Office in charge of City provided benefits pursuant to the regulations of the plan in effect together with evidence of coverage of such EMPLOYEE and such EMPLOYEE's eligible dependents under a comparable plan of medical and health insurance benefits. Such EMPLOYEE must promptly notify the Employer of termination of alternative medical and health insurance benefit coverage. In the event that an EMPLOYEE reenrolls in a health insurance program, the EMPLOYEE shall be permitted to a prorated portion of the Twenty Two Hundred Dollars (\$2,200.00) for single coverage, Twenty Five Hundred Dollars (\$2,500.00) for two (2) person coverage, or Three Thousand Dollars (\$3,000.00) for family coverage, payment but shall not be permitted to again opt-out of the insurance program during the calendar year.

8. Vision: The City agrees to pay one hundred percent (100%) of the cost of the EMPLOYEE Benefit fund Vision Plan Platinum 12 for all EMPLOYEES and their dependents.
9. Disability: New York State Disability Insurance shall be offered to the EMPLOYEE.
10. Life: The City shall provide group term life insurance for the EMPLOYEE in the amount of Five Thousand Dollars (\$5,000.00) while they are employed by the City of Saratoga Springs.
11. Dental: The City agrees to provide dental plan(s), within ninety (90) days of the passage of this Resolution, which EMPLOYEES may participate in, at the sole expense of the EMPLOYEE.
12. All increases in compensation and benefits paid to EMPLOYEES under this resolution shall be drawn from the budget of the EMPLOYEES department, except that if said departmental budget does not contain funds sufficient to pay the EMPLOYEE, the Head of that Department may draw any remaining compensation or payment due to the EMPLOYEE from the City's contingency budget.
13. Each EMPLOYEE shall receive longevity payments as follows:

After five (5) years of service	Two Hundred Fifty Dollars (\$250.00);
After ten (10) years of service	Five Hundred Dollars (\$500.00)
After fifteen (15) years of service	Fifteen Hundred and Fifty Dollars (\$1,550.00);
After nineteen (19) years of service	Eighteen Hundred Dollars (\$1,800.00);
Each five (5) years thereafter	Additional Two Hundred Fifty Dollars (\$250.00).

All longevity payments shall be paid upon completion of the specified amounts of consecutive eligible service regardless of the title (s) held during that time.

- L. Effective January 1, 2018, and for every year thereafter effective on the first of the year, all EMPLOYEES covered by this resolution and who have been employed with the City for the past six (6) consecutive months without interruption will receive the same increase awarded under the CSEA City Hall bargaining unit contract for that year. In the event that the last CSEA City Hall bargaining unit contract has expired, and no subsequent contract has yet been ratified, all EMPLOYEES covered by this resolution will receive those increases awarded the CSEA City Hall bargaining unit upon ratification of a new CSEA-City Hall contract and will receive the associated retroactive pay.

- M. This Resolution shall be reviewed by the City Council annually on the Commissioner of Finance's agenda, but no later than the first meeting in August of each year.

**Commissioner Sanghvi moved and Mayor Kim seconded to approve the resolution of non-union full-time employee - Civil Service as included with the agenda.**

**Ayes – All**

Discussion and Vote: Resolution for Assignment for COVID Safety Purchases – City Hall Personnel (22-015)

The resolution is as follows:

A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SARATOGA SPRINGS, NY  
TO ESTABLISH ASSIGNMENT FOR COVID SAFETY PURCHASES  
FOR CITY HALL PERSONNEL

Be it resolved, by the City Council of the City of Saratoga Springs NY, as follows:

- WHEREAS, in an effort to address COVID safety needs as the COVID virus and its variants continue to affect local (as well as regional, state and national) venues; and  
WHEREAS, exposure and infection continues to affect City Hall, its personnel, and can hamper the City's ability to serve the public; and  
WHEREAS, COVID safety recommendations and requirements are revised regularly (for example, upgraded masks, quarantine guidelines and self-testing) and additional expenses may not have been included in a current fiscal year City budget; and  
WHEREAS, the goal of this resolution is to establish a funding mechanism for COVID safety expenses for City Hall personnel that are not covered in the current FY budget.

NOW THEREFORE BE IT RESOLVED,

1. The City council establishes an Assignment for COVID Safety Purchases for City Hall Personnel; and
2. The Assignment will be funded using unassigned fund balance in amounts as follows:
  - a. Initial funding for the Non-Profit Grant Program Assignment will be provided by adding fifty-thousand dollars (\$50,000) from the general fund unassigned fund balance to the Assignment.
  - b. The funding of this program shall not cause the City's general fund unassigned fund balance to be in a deficit, as defined by the fund balance policy.

**Commissioner Sanghvi moved and Commissioner Moran seconded to approve the resolution - assignment for COVID safety purchases – City Hall personnel as included with the agenda.**

**Ayes - All**

Discussion and Vote: Resolution for the Use of the Retirement Reserve (22-016)

The resolution is as follows:

RESOLUTION

(For Expenditure of Retirement System Reserve)

- WHEREAS, the City Council of the City of Saratoga Springs established the Retirement System Reserve on May 18, 2005 to accumulate moneys to finance all or part of the cost of the City's retirement obligation as described in New York State General Municipal Law § 6-r; and WHEREAS, on November 17, 2021 the City Council approved the 2022 Budget, which includes a General Operating Fund Budget which reflects expenditures for payments into the New York State and Local Employees' Retirement System and the New York State and Local Police and Fire Retirement System as required by state law, and the revenues that support these expenditures. The 2022 General Operating Fund Budget includes \$300,000 from the Retirement System Reserve; and  
WHEREAS, these expenditures to the New York State and Local Retirement System and the New York State and Local Police and Fire Retirement System are in accordance with the purposes of the Retirement System Reserve;

NOW, THEREFORE, BE IT RESOLVED, that the above-described specific expenditure up to the amount of \$300,000, is hereby approved as authorized as in accordance with the Retirement System Reserve.

**Commissioner Sanghvi moved and Commissioner Moran seconded to approve the resolution for the use of retirement reserve as included with the agenda.**

**Ayes - All**

Discussion and Vote: Resolution for the Use of the Reserve for the Payment of Bonded Indebtedness (22-017)

The resolution is as follows:

RESOLUTION

(For Expenditure of Reserve Fund for the Payment of Bonded Indebtedness)

WHEREAS, the City Council of the City of Saratoga Springs established the Reserve Fund for the Payment of Bonded Indebtedness on October 15, 2013 to accumulate moneys to finance the payment of bonded indebtedness as described in New York State General Municipal Law § 6- h; and

WHEREAS, on November 17, 2021, the City Council approved the 2022 Budget, which includes a Debt Service Fund Budget which reflects expenditures for principal and interest payments on various bonds for capital projects, and the revenues that support these expenditures. The 2022 Debt Service Fund Budget includes \$343,000 from the Reserve Fund for the Payment of Bonded Indebtedness; and

WHEREAS, these expenditure for principal and interest payments on various bonds for capital projects are in accordance with the purposes of the Reserve Fund for the Payment of Bonded Indebtedness;

NOW, THEREFORE, BE IT RESOLVED, that the above-described specific expenditure up to the amount of \$343,000, is hereby approved as authorized as in accordance with the Reserve Fund for the Payment of Bonded Indebtedness.

**Commissioner Sanghvi moved and Commissioner Montagnino seconded to approve the resolution for the use of the reserve for the payment of bonded indebtedness as included with the agenda.**

**Ayes - All**

Discussion and Vote: Resolution for the Use of the "Recreation Trust" (22-018)

The resolution is as follows:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SARATOGA SPRINGS, NEW YORK

BE IT RESOLVED, by the City Council of the City of Saratoga Springs as follows;

WHEREAS, the City of Saratoga Springs has established a subdivision recreation fund as part of its Subdivision Regulations and as part of its Zoning Ordinance (Section 7.2.18). The purpose of the subdivision recreation fund is to use site plan fees paid in lieu of usable recreation land for "neighborhood park, playground or recreation purposes, including the acquisition and improvement of property"; and

WHEREAS, the City seeks to upgrade the playgrounds and recreational facilities. Improvements will result in new, modern playgrounds and facilities.

WHEREAS, an expenditure of \$172,000 is required to fund these improvements.

NOW, THEREFORE, BE IT RESOLVED, as follows

1. The City Council finds that an expenditure of \$172,000 for playground and recreational facilities upgrades and improvements is in accordance with the purposes of the subdivision recreation fund.
2. The City Council authorizes said payment of \$172,000 to be paid from said fund for said purpose.

**Commissioner Sanghvi moved and Commissioner Montagnino seconded to approve the resolution for the use of recreation trust as included with the agenda.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Agreement with Armory Associates for Actuarial Services (22-019)

Commissioner Sanghvi advised this contract will run until the end of 2027.

**Commissioner Sanghvi moved and Commissioner Moran seconded to authorize the mayor to sign agreement with Armory Associates for actuarial services as included with this agenda.**

**Ayes - All**

Discussion and Vote: Approve 2021 Purchase Requisition for 2021 Purchase Order for ClearGov for Cloud-Based Budget Transparency Program (22-020)

Commissioner Sanghvi advised this requisition request did not reach purchasing until 2022 and it is for 2021, therefore, this needs Council approval to be issued.

**Commissioner Sanghvi moved and Commissioner Moran seconded to approve the 2021 purchase requisition for the 2021 purchase order for ClearGov for cloud-base budget transparency program as included with the agenda.**

**Ayes - All**

Discussion and Vote: Budget Transfers – Payroll (22-021)

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

**Ayes - All**

## **PUBLIC WORKS DEPARTMENT**

Mayor Kim addressed Commissioner Scirocco's agenda in his absence.

Discussion and Vote: Authorization for Mayor to Sign Contract with Adirondack Tire for Tires, Tubes and Services (22-022)

**Commissioner Kim moved and Commissioner Montagnino seconded for the mayor to sign contract with Adirondack Tire Corp. for Goodyear tires, tubing, and services, valid until December 31, 2022 in the amount not to exceed unit bid prices.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Contract with Palette Stone for Crushed Gravel (22-023)

**Mayor Kim moved and Commissioner Sanghvi seconded for the mayor to sign a contract with Palette Stone for crushed stone, gravel, and sand valid until October 20, 2022 in the amount not to exceed unit bid prices.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Contract with Core and Main, LP for Sensus Products (22-024)

**Mayor Kim moved and Commissioner Montagnino seconded for the mayor to sign a contract with Core and Main, LP for Sensus products valid until December 31, 2022 in the amount not to exceed unit bid price.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Addendum #1 with Designated Engineer Firms for Engineering Services (22-025)

**Mayor Kim moved and Commissioner Montagnino seconded for the mayor to sign addendum #1 with the 10 designated engineering firms, which are: B & L, CHA, CPL, Creighton Manning, CT Male, LaBella, LA Group, LaBarge, MJ Engineering, and Stantec to extend the terms for City designated engineering services until January 21, 2023.**

**Ayes - All**

## **PUBLIC SAFETY DEPARTMENT**

Discussion and Vote: Approve Payment of Invoice to Gerald Sabloski in the amount of \$400 (22-026)

Commissioner Montagnino advised this is for polygraph services.

**Commissioner Montagnino moved and Mayor Kim seconded to approve payment of invoice to Gerald Sabloski in the amount of \$400.**

**Ayes - All**

Discussion and Vote: Approve Purchase Requisitions for LLV Office, LaRosa's, and Aimpoint (22-027)

**Commissioner Montagnino moved and Mayor Kim seconded to approve purchase requisitions for LLV Office, LaRosa's, and Aimpoint.**

**Ayes - All**

Discussion and Vote: Approve Payment of Invoice to Jeff Cornick for Reimbursement for Office Supplies (22-028)

Commissioner Montagnino advised Jeff Cornick used his own funds to purchase a laser pointer in the amount of \$39.95.

**Commissioner Montagnino moved and Commissioner Moran seconded to approve reimbursement to Jeff Cornick.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Grant Application for Safer Grant Re: Funds for Firefighters (22-029)

Commissioner Montagnino advised this grant provides funds for the hiring of additional firefighters and expansion of existing fire departments.

**Commissioner Montagnino moved and Mayor Kim seconded to authorize the mayor to sign a grant application.**

**Ayes - All**

## **ADJOURN**

Commissioner Moran moved and Commissioner Montagnino seconded to adjourn the meeting at 8:53 p.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved: 2/1/2022  
Vote: 4 - 0