



February 5, 2024

CITY OF SARATOGA SPRINGS
City Council Pre-Agenda Meeting
474 Broadway
9:30 AM

PRESENT: John Safford, Mayor
Minita Sanghvi, Commissioner of Finance
Dillon Moran, Commissioner of Accounts
Jason Golub, Commissioner of Public Works
Tim Coll, Commissioner of Public Safety

STAFF PRESENT: JoAnne Kiernan, Deputy Mayor
Heather Crocker, Deputy Commissioner, Finance
Stacy Connors, Deputy Commissioner, Accounts
Joe O'Neill, Deputy Commissioner, Department of Public Works
Daniel Charleson, Deputy Commissioner, Department of Public Safety

EXCUSED: Matthew Veitch, Supervisor
Michele Madigan, Supervisor

CALL TO ORDER

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

PUBLIC HEARINGS

1. Garbage, Rubbish, and Refuse – Commissioner Golub advised this amendment is to require all garbage, rubbish and refuse be in bags or containers for pickup by the Department of Public Works.
2. Zoning Map Amendment – Beekman Street – Mayor Safford advised the Council talked about this at the last City Council meeting. This amendment affects three homes.

Mayor Safford commented his office has been working to change the wording on the agenda for the Public Comment Period minutes allotted.

PRESENTATION

Mayor Safford advised Tom Roohan will be presenting the Homelessness Final Report from the Task Force.

CONSENT AGENDA

1. Approval of 1/12/2024 Pre-agenda Meeting Minutes
2. Approval of 1/16/2024 City Council Meeting Minutes
3. Approve Mid-Warrant 2023, 23MWDEC7 \$40,871.11
4. Approve Mid-Warrant 2023, 23MWDEC8 \$2,858.91
5. Approve Mid-Warrant 2024, 24MWJAN3 \$18,193.96
6. Approve Mid-Warrant 2024, 24MWJAN4 \$11,145.83
7. Approve Warrant 2023 – 23DEC5 \$665,670.74

8. Approve Warrant 2024 – 24FEB1 \$3,412,253.14
9. Approve Payroll 01/12/2024 \$278,688.56
10. Approve Payroll 01/19/2024 \$503,420.42
11. Approve Payroll 01/26/2024 \$1,295,084.85
12. Approve Payroll 02/02/2024 \$481,611.43
13. Approve Budget Transfers – Regular
14. Approve Budget Amendments - Regular

No comments.

MAYOR'S DEPARTMENT

Presentation: Mayor's Task Force on Homelessness Final Report

No additional comments.

Appointment: Ethics Board

Mayor Safford advised an appointment to the Ethics Board is a term of five years. He will be appointing five people.

Appointment: Planning Board Alternates

Mayor Safford stated he will be appointing Jason Mazziotti and Joseph Ferrante.

Appointment: Zoning Board Alternates

Mayor Safford stated he will be appointing Chris Maslak and Robert West.

Discussion: On-Call Pay

Mayor Safford advised the city attorneys provided an opinion regarding on-call pay for deputies, which resolution is in effect, and who would be entitled to the on-call pay. He wants to get this clarified so they can move on.

Commissioner Moran stated he didn't see the document until it was posted to the agenda. The last one he read had phrases that were prejudicial towards his employees. The context of the Charter and the appointing authority is not considered here. People who were involved in this were not included in the conversation. How can it be known what the intent was?

Mayor Safford stated he understands the objection but wants to get an opinion out there.

Commissioner Moran stated this opinion is not well informed. He was there and could provide context. He rejects this.

Mayor Safford offered to expand the opinion.

Commissioner Moran stated this is an unnecessary witch-hunt.

Mayor Safford stated he would like to get a decision and move on.

Commissioner Moran stated a decision is going to be made without proper consideration. What is germane is it was not properly recorded and was not reflected in the minutes the way it was supposed to be. It was not put forward as an action of the City Council the way it was supposed to be.

Commissioner Sanghvi stated IT is critical infrastructure for the City. There are times a server goes down and IT is 24/7. If anything goes down it impacts the safety of the entire City. Those are times where the deputy would be on call. It needs to be accurately reflected.

Commissioner Golub stated section 17 talk about the emergencies but maybe not clear.

Commissioner Moran stated in the three weeks Attorney Harper has been here he doesn't know anything about what happens within the Accounts Department and the priorities he has set. The whole thing is about greater community needs. He suggested discussions internally and not air it out halfway done to the community. There is no value to the discussion when it is incomplete.

Commissioner Golub stated there is value in having a discussion. Do they want a different resolution or answer to the need? Having a legal opinion about what is and what they want aren't the same thing. Attorney Harper is stating how he is interpreting what they voted on versus what Commissioner Moran is saying now it doesn't reflect what he wanted it to say and what it says.

Commissioner Moran stated a starting point is to have everyone to have the opportunity to talk about it.

Commissioner Coll stated the question is what they are trying to accomplish.

Discussion and Vote: Resolution Authorizing City of Saratoga Springs to Accept Grant Funding for Railroad Run Trail Light Project

Mayor Safford advised the area between the YMCA and the street is dark. This will allow for the installation of lights in that area.

Discussion and Vote: Adoption of Zoning Text Amendment to the Weibel Plaza Commercial Planned Unit Development (PUD)

Mayor Safford advised they are extending the PUD.

Commissioner Moran asked if this requires a public hearing before the vote.

Tony Izzo, assistant city attorney advised it is an amendment to the Zoning Ordinance and does require a public notice and public hearing.

Commissioner Moran stated the Planning Department set him up to do SEQRA.

Beige Berryman of the Planning Department stated their discussion determined extending the deadline did not require SEQRA.

Tony Izzo advised a public hearing and notice needs to be done.

Discussion and Vote: Authorization to Pay Legal Fees for a Former City Employee Under Public Officers Law Section 18 – Using 2023 Funds

Mayor Safford advised the fees for the former employee were incurred in 2023 and they will be paying the invoices from 2023 funds.

Discussion and Vote: Amend Resolution for the approval of Counsel Fees for Former Elected Officials Under Public Officers Law Section 18 – Using 2023 Funds

Mayor Safford advised the resolution dated September 6, 2022 allowed up to \$12,378. These invoices will be paid from 2023 funds.

Discussion and Vote: Resolution Authorizing a City Attorney

Mayor Safford advised the attorneys have not been paid yet as his office has been trying to follow the appropriate regulations. This resolution will be effective January 1, 2024 for Dave Harper.

Commissioner Sanghvi sent an e-mail expressing concern about this. The City needs two full time attorneys. A lot of work is not being processed in time. The resolutions may not provide enough time.

Mayor Safford advised he is working with the funding provided him in the 2024 budget for this. The budget only had enough funding for one city attorney.

Commissioner Moran stated he would support getting more money for the attorneys.

Mayor Safford stated it is not clear how they would get additional funding. They has been operating under the budget they were given.

Discussion and Vote: Resolution Authorizing an Assistant City Attorney

No comments.

Discussion and Vote: Authorization to Pay Invoice to Center for Security

No comments.

Discussion and Vote: Authorization to Pay Invoice to Carousel Industries

Mayor Safford advised this is for the automatic timers installed at the Waterfront Park.

Discussion and Vote: Authorization to Reimburse Employee #2175 Using 2023 Funds

Mayor Safford advised the reimbursement is for pickleball supplies purchased by an employee.

ACCOUNTS DEPARTMENT

Announcement: Business Milestones

No comments.

Announcement: Special Events

No comments.

Announcement: Assessment Data Verification Enforcement

Commissioner Moran advised he had a meeting with the Building Department and Code Enforcement. The project includes digitization of the assessment database and records. While doing this information is being verified for accuracy. They are making sure people are being taxes on what they have and where they live. Some people may not have followed the process when making improvements to their homes, therefore, not being taxed accordingly. Letters will be sent to homeowners of changes/adjustments.

Announcement: Special City Council Meeting – Short Term Rental Legislation

Commissioner Moran advised he held four public session on short-term rentals and circulated a draft legislation. He intends to do a presentation of what they are looking to enact.

Commissioner Golub asked how Commissioner Moran intends to handle the interaction need from the public.

Commissioner Moran advised there will be constraints on public comments.

Tony Izzo, assistant city attorney, advised according to the Open Meetings Law, the public does not have a right to speak at a public meeting, but the City's Charter states the public must be given an opportunity to speak at a Council meeting.

Commissioner Moran stated he will call it a public hearing and set a two-minute limit talk time for each person speaking.

Commissioner Coll advised there are 60 changes the Fire Department and Police Department would like to see in the document.

Announcement: Exemptions for Senior Citizens 65 Years of Age and Older

Commissioner Moran advised people are not aware of the Enhanced STAR program. He will provide information regarding this.

Discussion: Formation of Purchasing Committee

Commissioner Moran advised the Purchasing Policy will be amended and people will be going through training. If people stick to the policy, the process will go smoothly.

Award of Bid: Bond Counsel Services to Walsh Schwartz, LLP

No comments.

Award of Bid: Financial Advising Services to Fiscal Advisors & Marketing, Inc.

No comments.

Award of Bid: NYS DOH Certified Instruction to Art Breault – dba EMS Concepts

No comments.

Discussion and Vote: Position Grade Change for the Assessment Real Property Appraisal Technician

Commissioner Col stated he has concerns per a memo from the City's labor attorney Brian Kremmer, which stated the policy, is in conflict with the law. The labor attorney legal opinion is this is unlawful.

Commissioner Moran stated that less than a month ago, the Department of Public Works and the Department of Public Safety did this.

Commissioner Coll advised he will not vote for something is unlawful. They need to look backward and forward regarding how to resolve.

Commissioner Moran stated the document Commissioner Col is referring to was written around specific circumstances. The Accounts Department modeled this around the Department of Public Works and Department of Public Safety supervisors.

Commissioner Coll advised he will provide a clean copy. This needs to be reconciled.

Commissioner Golub stated the same attorney has been silent for years and now he pipes up and says it is in conflict with the law. He doesn't put weight into the timing. Civil Service and Human Resources supported the upgrades.

Commissioner Sanghvi stated the request needs to be submitted to Civil Service and then to Finance. She does not believe her office has received anything and recommended following the process.

Commissioner Coll suggested getting a second opinion and reconcile.

Mayor Safford advised he is in the process now of negotiating contracts.

Commissioner Moran stated contract negotiations do not included negotiating each level of each position.

Discussion and Vote: Position Grade Change for the Accounts Department Office Supervisor

No comments.

Discussion and Vote: Request for 2023 Funded P.O. for Granicus Service Agreement

Commissioner Moran stated this is for the short-term rental service.

Discussion and Vote: Request for a 2023 Funded Purchase Order Issued for Incidental Expenses Per the Beacon Risk Group Contract

Commissioner Moran stated he is pulling this item from his agenda as he has questions.

Discussion and Vote: Gas Rate for 2025

Commissioner Moran stated the City has an opportunity to save an additional \$10,000 - \$11,000 per year.

FINANCE DEPARTMENT

Announcement: Update on City Finances

No comments.

Announcements: Accepting Participatory Budgeting Committee Applications

No comments.

Discussion and Vote: Authorization for Mayor to Sign Contract with Fiscal Advisors & Marketing, Inc. for Financial Advising Services

No comments.

Discussion and Vote: Authorization for Mayor to Sign Contract with Walsh Schwartz, LLP for Bond Counsel Services

Commissioner Sanghvi advised this is for the issuance and refunding of debt.

Discussion and Vote: Authorization for Mayor to Sign Quote for Debtbook Accounting Software

Commissioner Sanghvi advised this is required for the City to be in compliance with GASB standards regarding leases.

Discussion and Vote: Authorization for Mayor to Sign Contract with SHI Technology for Cisco/Duo Multifactor Authentication

No comments.

Discussion and Vote: Authorization for Mayor to Sign Contract with Garnet River for IT Infrastructure Assessment

Commissioner Sanghvi advised this is the first steps of recovering of the smart city and how best to support the City going forward.

Discussion and Vote: 2024 Annual Tax Resolution

No comments.

Discussion and Vote: Use of Reserve Resolution – Water System Capital Reserve

No comments.

Discussion and Vote: Budget Transfers – Water & Sewer Funds

No comments.

Discussion and Vote: Budget Transfer – Contingency

Commissioner Sanghvi stated the 2024 liability insurance budget is over budget.

Discussion and Vote: Budget Transfer – Payroll & Benefits

No comments.

Discussion and Vote: Budget Amendment – Fund Balance

No comments.

Commissioner Sanghvi advised she is adding an item to her agenda regarding an update on NYCOM.

PUBLIC WORKS DEPARTMENT

Public Hearing: Amendment to Chapter 126 City Code 126-5 Deposit of Refuse

Commissioner Golub advised this will be removed, as it should not appear on the agenda.

Discussion and Vote: Amending Chapter 126 City Code 126-5 Deposit of Refuse

Commissioner Golub advised this item will become #1 on his agenda.

Discussion and Vote: Authorization for Mayor to Sign Addendum #1 with LaBella Associates

No comments.

Discussion and Vote: Authorization for Mayor to Sign Contract with Pace Analytical for Professional Laboratory Services

No comments.

Announcement: Dedication of Skip Scirocco Music Hall

Commissioner Golub advised the dedication of the Music Hall will be held on Thursday, February 29, 2024.

Commissioner Golub advised he is adding an item to his agenda for an addendum for PCC Contracting.

PUBLIC SAFETY DEPARTMENT

Set Public Hearing: Amend Chapter 225 of the City Code Entitled "Vehicle & Traffic" Article IX, Section 225-77, Schedule XII Stop Intersections and Section 225-94, Schedule XXIX Alternate Side of Street Parking

Commissioner Coll advised this amendment involves two subdivisions; one off Shaw Drive and in the areas of Outlook and Central.

Discussion and Vote: Authorization for the Mayor to Sign a Contract with Art Breault, dba EMS Concepts

Commissioner Coll advised Art Breault will provide training for the Fire Department.

Authorization for the Mayor to Sign a Contract with Neilsen Ford

Commissioner Coll advised this is for the purchase of a replacement vehicle for the Police Department.

Discussion and Vote: Authorization to Pay December 2023 Invoice to Multi-Med Using 2023 Funds

Commissioner Coll advised Multi-Med does the medical billing for the City's ambulance service.

Discussion and Vote: Authorization for the Mayor to Sign an Annual Contract with Pittsfield Communications

Commissioner Coll advised this is an annual maintenance contract for the police communication system.

Discussion and Vote: Authorization to Pay Invoice to JPB Fire Sales Using 2023 Funds

Commissioner Coll advised this is for gear storage at station 3.

Discussion and Vote: Authorization to Pay October, November and December 2023 Invoices to Passport Labs Using 2023 Funds

Commissioner Coll advised this the parking ticket management system.

Discussion and Vote: Authorization to Reimburse Employee #1156 Using 2023 Funds

Commissioner Coll advised this is for clothing, which there is an allowance.

Discussion and Vote: Authorization to Reimburse Employee #3248 Using 2023 Funds

Commissioner Coll advised this is for the purchase of a college book.

ADJOURN

Commissioner Golub moved and Commissioner Moran seconded adjourned the meeting at 10:42 a.m.

**Ayes – (Commissioner Moran, Commissioner Sanghvi, Commissioner Golub, Commissioner Coll,
and Mayor Safford)**
Nays - 0

Respectfully submitted,

Lisa Ribis
Secretary to the City Council

Approved: 2/20/2024
Vote: 5 - 0