



August 19, 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:** Mike Sharp, Deputy Commissioner, Finance  
John Daley, Deputy Commissioner, DPS

Vince DeLeonardis, City Attorney

**EXCUSED:** Lisa Shields, Deputy Mayor  
Maire Masterson, Deputy Commissioner, Accounts  
Joe O'Neill, Deputy Commissioner, DPW

Matthew Veitch, Supervisor  
Tara Gaston, Supervisor

**CALL TO ORDER**

Mayor Kelly called the meeting to order at 9:31 a.m.

**PUBLIC HEARING**

1. 2020 – 2025 Capital Budget and Program – Mayor Kelly advised the Capital Budget and Program materials has been submitted to the Accounts Department and can be found on line.
2. Chapter 101 – Dogs and Other Animals – Commissioner Martin advised this will add urgent veterinary care to the list of definitions. The fine will also be increased from \$25 to \$50.
3. Chapter 216 – Temporary Structures – Commissioner Martin advised this is in respect to tent permits and moving the issuance of the permits from the Accounts Department to the Department of Public Safety.
4. Amend Chapter 225 – Parking on Israel Lane - Commissioner Martin stated they are proposing making Israel Lane no parking for the first 100 feet with the intersection of Division Street.
5. Chapter 225 – Parking on Regent Street and Marion Place – Commissioner Martin advised the proposal is to make both streets one-way streets in the opposite direction.
6. Liberty Affordable Housing –no comments.

**PRESENTATIONS**

1. 2020 – 2025 Proposed Capital Program – no comments.

## **EXECUTIVE SESSION**

Mayor Kelly advised an executive session will be held at the end of this meeting.

### **CONSENT AGENDA**

1. Approval of 8/5/19 Pre-Agenda Meeting Minutes
2. Approve Budget Amendments – Regular (Increases)
3. Approve Budget Transfers - Regular
4. Approve Payroll 08/09/19 \$567,129.87
5. Approve Payroll 08/16/19 \$564,128.79
6. Approve Warrant - 2019 19MWAUG1 \$85,923.77
7. Approve Warrant – 2019 19AUG2 \$1,268,288.24

No comments.

### **MAYOR'S DEPARTMENT**

#### Announcement: Saratoga Greenbelt Trail – Henry Street Pilot Project

Tina Carton, sustainability coordinator, advised the City received funding through AARP and CDRPC to turn Henry Street into a one-way street to accommodate a cycle-track.

#### Discussion and Vote: Authorization for Mayor to Sign Agreement with the YMCA

Mayor Kelly advised this agreement is for the Recreation Department to hold the volleyball clinic at the YMCA.

#### Discussion and Vote: Authorization for Mayor to Sign Canopy Easement between the City and Saratoga Excelsior Apartments II, LLC

Vince DeLeonardis, city attorney, advised this issue went before the Real Estate Committee for review. This relates to air rights.

#### Discussion and Vote: Authorization for Mayor to Sign Letter of Intent for Saratoga Arts Community Arts Grants

Mayor Kelly advised they are applying for funding. This is a 3-phase effort.

#### Discussion and Vote: Approval to Pre-Pay Hotel Registration for the 2019 Association of Public Historians of NYS (APHNYS) Annual Conference in the Amount of \$260.00

Mayor Kelly stated the Saratoga Springs Historian is a key historian to this conference. Approval is being sought for the hotel as the Purchasing Policy states payment for hotel only approved if more than 100+ miles away.

#### Discussion and Vote: Authorization for Mayor to Sign Addendum Two with Goldberger and Kremer for Labor Counsel Services

Mayor Kelly advised this is the City's labor and employment counsel. They are increasing the cap of the agreement from \$15,000 to \$30,000.

#### Set Public Hearing: Local Law No. 1 of 2019 – A Local Law to Amend Section 2.1 of the City Charter Entitled Officers; Eligibility; Terms of Office; Salaries

Mayor Kelly advised this should be Local Law No. 2 not 1.

Set Public Hearing: City Center Parking Facility Lease

No comments.

**ACCOUNTS DEPARTMENT**

Discussion and Vote: Approval of Fireworks Application

Marilyn Rivers advised a sub-committee has been working on updating the fireworks application. The major changes to the revision occur on page 5 regarding boundary lines. We added attachments regarding displays and requirements that have to be followed in order to have fireworks in the City.

Mayor Kelly asked how Saratoga National is affected by certified breeders.

Marilyn Rivers advised Saratoga National as well as other community organizations have been working with us on this and are aware of all these changes.

Discussion and Vote: Approval of Updated Risk and Safety Manual

Marilyn Rivers provided the old version as well as the new for the Council to review. She provided an executive summary of the changes made. One of the changes was to bring section one of the manual in compliance with the Purchasing Policy. Part IV of the manual is new and a new section was created just for forms.

Award of Bid: Carousel Restoration to W.R.F. Designs, LLC

No comments.

**FINANCE DEPARTMENT**

Announcement: 2020 Budget Update

No comments.

Discussion: Assignment for the Refund of Prior Year Taxes

Commissioner Madigan stated this item will be based upon an item to be discussed in executive session.

Appointment: Catherine Hover to Complete Streets Advisory Board

Commissioner Madigan advised this will be a re-appointment.

Discussion and Vote: Budget Amendment – Use of Restricted Fund Balance (City Center)

No comments.

Discussion and Vote: Budget Amendment – Use of Assigned Fund Balance (Sick Leave)

No comments.

Discussion and Vote: Budget Amendment – Payroll

No comments.

Discussion and Vote: Budget Transfer – Payroll

No comments.

**PUBLIC WORKS DEPARTMENT**

Presentation: WRF Design, LLC Congress Park Carousel Restoration Project

No comments.

Discussion and Vote: Authorization for Mayor to Sign Agreement with WRF Design, LLC for Congress Park Carousel Restoration

No comments.

Discussion and Vote: approval to Pay Invoice #016210 to Dehn's Flowers in the Amount of \$4,148.40

No comments.

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

Commissioner Scirocco advised they are looking to amend the original contract language to state not to exceed unit pricing.

Discussion and vote: Approval to Pay Invoice #101030, #99766, #99147, and #98587 to Barton and Loguidice for Professional Services on 18 Cherry Lane Project

Commissioner Scirocco stated these invoices are for professional services that were approved by the city engineer without obtaining a purchase order.

Discussion and Vote: Approval to Pay Invoice #18-23159J-A in the Amount of \$6,333.00 to Alpine Environmental Services, Inc. for City Hall Asbestos Abatement

Commissioner Scirocco stated this is for on-going air sampling at City Hall.

**PUBLIC SAFETY DEPARTMENT**

Discussion and Vote: Upgrade for Coe Technicians

Commissioner Martin stated this is already authorized in his budget for 2019 and will upgrade the 2 code technicians from a grade 10 to a grade 11.

Discussion and Vote: To Amend Chapter 225 of the City Code with Respect to Parking on Israel Lane

No comments.

Discussion and Vote: To Amend Chapter 163 of the City Code, Pedalbuses with Respect to Fingerprinting Pedalbus Operators

No comments.

Discussion and Vote: Authorization for Employee to Make a Withdrawal from Sick Leave Bank

No comments.

Discussion and Vote: Authorization to Approve Part-Time Position in the Department of Public Safety

Commissioner Martin advised this should be changed to an announcement. This is for a part time parking position that will be temporary.

Commissioner Martin added: Discussion and Vote: Amend Agreement between City of Saratoga Springs and NYRA.

**SUPERVISORS**

Mayor Kelly advised the supervisors were not able to attend this morning. She read their items into the record.

Matt Veitch

1. Buildings and Grounds Committee Update
2. Saratoga Casino Hotel Foundation

Tara Gaston

1. Annual Conference
2. August Schedule

**EXECUTIVE SESSION**

**Mayor Kelly moved and Commissioner Franck seconded to enter into executive session to discuss article 7 tax assessment matters and discussion regarding lease or acquisition of property when publicity would effect value at 9:56 a.m.**

**Ayes – All**

The Council returned at 10:55 a.m.

Mayor Kelly announced no decisions were made in executive session to report to the public.

**ADJOURN**

Mayor Kelly adjourned the meeting at 10:55 a.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved: 9/3/19  
Vote: 4 - 0