



February 18, 2020

**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  
Anthony Scirocco, Commissioner of DPW  
Robin Dalton, Commissioner of DPS

**STAFF PRESENT:** Lisa Shields, Deputy Mayor  
Deidre Ladd, Deputy Commissioner, Finance  
Eileen Finneran, Deputy Commissioner, DPS

Vince DeLeonardis, City Attorney

**EXCUSED:** John Franck, Commissioner of Accounts  
Maire Masterson, Deputy Commissioner, Accounts  
Matthew Veitch, Supervisor  
Tara Gaston, Supervisor

**CALL TO ORDER**

Mayor Kelly called the meeting to order at 9:32 a.m.

**PRESENTATION**

1. 2020 WASAD Annual Report – Commissioner Madigan advised Matt Jones will be here tonight to present the annual report.
2. Saratoga Springs Performing Arts Center/City of Saratoga Cultural Tourism Publicity Report – Commissioner Madigan advised Elizabeth Sobel will be here to present on the partnership with the City on this program. The City is looking to provide a match again this year for the program.

**EXECUTIVE SESSION**

1. Discussions re: Proposed, Pending or Current Litigation: Hotel Tax Matter

**CONSENT AGENDA**

1. Approval of 1/28/20 State of the City Minutes
2. Approval of 2/3/20 Pre-Agenda Meeting Minutes
3. Approval of 2/4/20 City Council Meeting Minutes
4. Approve Budget Amendments – Regular (Increases)
5. Approve Payroll 2/7/20 \$621,182.90
6. Approve Payroll 2/14/20 \$588,285.82
7. Approve Warrant – 2019 19MWDEC8 \$18,885.71
8. Approve Warrant – 2020 20MWFEB2 \$796,800.11
9. Approve Warrant – 2019 19DEC6 \$943,354.33

10. Approve Warrant – 2020 20FEB2 \$1,069,393.67

No comments.

### **MAYOR'S DEPARTMENT**

Discussion and Vote: Resolution – Purple Heart Community

Mayor Kelly advised the City has been asked to submit an application as a Purple Heart Community. Senator Daphne Jordan will be here to present a proclamation after the vote.

Discussion and Vote: Resolution – Occupancy Tax

Mayor Kelly will be presenting a resolution to revise the New York State law regarding occupancy tax.

Discussion and Vote: Flag Day Parade – Request for Military Aerial Support

No comments.

Discussion and Vote: Authorization for Mayor to Sign Contract with Pillar Design Studios, LLC for Bid #2019-41

No comments.

Mayor Kelly stated she may be adding a few items to her agenda.

### **ACCOUNTS DEPARTMENT**

Marilyn Rivers, director of risk and safety presented Commissioner Franck's agenda in his absence.

Discussion and Vote: Authorization for the Mayor to Sign Maintenance Agreement with RICOH for Accounts Department Copier

No comments.

Award of Bid: Canfield Casino Parlor Cupola Restoration to Mid State Industries, Ltd.

No comments.

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

No comments.

Award of Bid: NYS DOH Certified Instructor Coordinator to Arthur Breault – EMS Concepts

No comments.

Award of Bid: Skate Park Consulting and Design Services to Pillar Design Studios, LLC

No comments.

## **FINANCE DEPARTMENT**

### Discussion and Vote: Authorization for the Mayor to Sign Contract with LookTV for Recording & Airing City Council Meetings

Commissioner Madigan advised LookTV has been doing this for free for years. They have changed their business model and are now charging a reasonable rate for this service. We will also be live streaming more consistently in the future.

### Discussion and Vote: 2019 Budget Amendment – City Center Use of Fund Balance

Commissioner Madigan advised this is for the parking garage structure.

### Discussion and vote: Budget Amendment – City Center User of Fund Balance

No comments.

### Discussion and Vote: Budget Transfer – Contingency

Commissioner Madigan advised this is to promote Saratoga Springs as a worldwide culture. She is asking the Council for a \$20,000 investment.

### Discussion and Vote: Budget Transfer – Payroll

No comments.

## **PUBLIC WORKS DEPARTMENT**

### Discussion and Vote: Establish Title & Grade for Department of Public Works Welder/Fabricator

Commissioner Scirocco stated this person is responsible for fabricating historically accurate material.

### Discussion and Vote: Establish Title & Grade for Department of Public Works Dispatch Supervisor

Commissioner Scirocco stated this is a new position that will be responsible for coordinating activities such as maintaining daily logs, payment of accounts for a variety of things at the garage, coordinating and installation of new fleet management system, and answering incoming calls,

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

Commissioner Scirocco advised this change order includes a microprocessor energy based control that reduces the amount of energy needed to run the heat and air conditioning. A non-functioning radiator was cut, capped, and removed from the DPW office area.

### Discussion and Vote: Authorization for Mayor to Sign Change Order #5 with Collett Mechanical, Inc. for City Hall Renovation – Plumbing

Commissioner Scirocco advised this change order is for the relocation of a fire sprinkler in the basement and removal of a sump pump.

### Discussion and Vote: Authorization for Mayor to Sign Change Order #7 with DLC Electric, LLC for City Hall Renovation – Electric

Commissioner Scirocco advised this is for the installation of wiring in the City Council Room.

Discussion and Vote: Authorization for Mayor to sign Change Order #9 with MLB Construction Services for City hall Renovation – General Construction

Commissioner Scirocco stated this change order is in the amount of \$168,121.42 for unforeseen conditions and changes to the original scope of work.

Discussion and Vote: Authorization for Mayor to Sign Contract with Mid State Industries, Ltd for Canfield Casino Restoration

Commissioner Scirocco advised this is for the continuation of restoration efforts at the Casino. This project includes the parlor cupolas.

Discussion and vote: Authorization for Mayor to Sign Change Order #2 with CHA Consulting, Inc. for City Hall Renovation – Owner Representation

Commissioner Scirocco advised CHA Consulting is nearing the fee limit established and are covered through the end of this week. The change order is for an additional \$15,200.

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

No comments.

Discussion and Vote: Municipal Resolution with New York State Department of Transportation

Commissioner Scirocco stated the state needs to repair Route 9 from Myrtle Street to North Greenfield Road.

Set Public Hearing: 2020 Water and Sewer Rates

Commissioner Scirocco stated there will be a slight increase. There will be a 2% increase for residential; 3% increase for commercial; and 4% increase for industrial.

Commissioner Scirocco stated he will be adding an item: Announcement: Re-appointment of Joe O'Neill as Deputy Commissioner.

**PUBLIC SAFETY DEPARTMENT**

Discussion and Vote: Authorization for Mayor to Sign Contract with Art Breault / EMS Concepts

No comments.

Commissioner Dalton advised she will be adding an item to her agenda: Announcement: Two New Firefighters.

**SUPERVISORS**

Mayor Kelly advised the supervisors have not submitted anything for their agendas at this time.

**EXECUTIVE SESSION**

**Mayor Kelly moved and Commissioner Scirocco seconded to enter into executive session to discuss proposed, pending or current litigation: hotel tax matter at 9:49 a.m.**

**Ayes – All**

City Council returned at 10:13 a.m.

Mayor Kelly announced no decisions were made to announce to the public.

**ADJOURN**

Mayor Kelly adjourned the meeting at 10:13 a.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved:  
Vote:

DRAFT