



May 19, 2020

CITY OF SARATOGA SPRINGS
City Council Meeting
Recreation Center
15 Vanderbilt Avenue
7:00 PM

6:55 P.M. – P.H. – Amend Chapter 225 Section
225-77 Schedule XII-Stop
Intersections
P.H. – Amend City Code 218-15
Temporary Dwellings in Established
Agricultural Districts
P.H. – CDBG Citizen Participation
Plan Amendment

7:00 PM

CALL TO ORDER

ROLL CALL

SALUTE TO FLAG

PUBLIC COMMENT PERIOD / 15 MINUTES

CONSENT AGENDA

1. Budget Amendments – Insurance
2. Budget Amendments – Capital (Refund)
3. Budget Transfers – Regular
4. Approval Payroll – 5/8/2020 \$480,577.72
5. Approve Payroll – 5/15/2020 \$476,078.38
6. Approve Warrant – 2020 20 MW MAY1 \$713,746.94
7. Approve Warrant – 2020 20 MAY2 \$677,321.34

MAYOR'S DEPARTMENT

1. Announcement: 2020 Census Self-Reporting Reminder
2. Announcement: State of Emergency Extension
3. Announcement: 2020 CDBG Program Year Entitlement Fund Application Period RE-Opening and CDBG-CV Fund Application Opened
4. Appointment: Saratoga Springs Arts Commission
5. Discussion and Vote: Appointment to the Civil Service Commission
6. Discussion and Vote: Authorization for Mayor to Sign Subordination Agreement with KeyBank National Association
7. Discussion and Vote: Accept the Saratoga Springs Recreation Department Donations
8. Discussion and Vote: Authorization for Mayor to Sign Health Insurance contracts with MVP Health Care
9. Discussion and Vote: Amend City Code 218-15 Regarding Temporary Dwellings in Established Agricultural Districts

ACCOUNTS DEPARTMENT

1. Announcement: Grievance Day Update

FINANCE DEPARTMENT

1. Update: Finance Department – COVID-19 and City Finances
2. Discussion and Vote: Resolution: Tax Anticipation Note (TAN)
3. Discussion and Vote: Resolution: COVID-19 Federal Funding Relief Stimulus Package for Local Governments
4. Discussion and Vote: 2020 City Fees Update – Building Department
5. Discussion and Vote: Budget Amendments – Use of Assignment Code Blue
6. Discussion and Vote: Budget Amendment – Use of Sick Leave Assignment
7. Discussion and Vote: Release Assignments
8. Discussion and Vote: Budget Transfers - Payroll

PUBLIC WORKS DEPARTMENT

1. Discussion and Vote: Authorization for Mayor Sign Change Order #13 with DLC Electric, LLC for the City Hall Renovation – Electric
2. Discussion and Vote: Authorization for Mayor to Sign Change Order #6 with Collett Mechanical, Inc. for City Hall Renovation – HVAC
3. Discussion and Vote: Authorization for Mayor to Sign Change Order #11 with MLB Construction Services for City Hall Renovation – General Construction
4. Discussion and Vote: Authorization for Mayor to Sign Change Order #2 with Restore Masonry for Canfield Casino Renovation
5. Discussion and Vote: Authorization for Mayor to Sign Contract with Greenridge Cemetery

PUBLIC SAFETY DEPARTMENT

1. Announcement: Virus Update
2. Discussion and Vote: Authorization for Mayor to Sign Agreement with Language Line for Interpretation Services for Dispatch
3. Discussion and Vote Accept Donation from Bella Home Builders
4. Discussion and Vote: Amend Chapter 225 of the City Code Schedule XII – Stop Intersections
5. Discussion and Vote: Resolution in Support of Our City's Businesses

SUPERVISORS

Matt Veitch

1. Buildings & Grounds Committee Update
2. Home Energy Assistance Program Update
3. County Re-Opening Committee Update

Tara Gaston

1. COVID-19 Update & Re-opening
2. Board Update
3. Real Property Update
4. Mask Distribution
5. Public Forum

ADJOURN



May 19, 2020

CITY OF SARATOGA SPRINGS
City Council Meeting
Recreation Center
15 Vanderbilt Avenue
7:00 PM

PRESENT: Meg Kelly, Mayor
Michele Madigan, Commissioner of Finance
John Franck, Commissioner of Accounts
Anthony Scirocco, Commissioner of DPW
Robin Dalton, Commissioner of DPS

STAFF PRESENT: Lisa Shields, Deputy Mayor
Maire Masterson, Deputy Commissioner of Accounts
Joe O'Neill, Commissioner of Public Safety
Eileen Finneran, Deputy Commissioner of Public Safety

Vince DeLeonardis, City Attorney

Matthew Veitch, Supervisor
Tara Gaston, Supervisor

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 HEARINGS

Amend Chapter 225 Section 225-77 Schedule XII-Stop Intersections

Mayor Kelly opened the public hearing at 7:00 p.m.

Commissioner Dalton advised the recent stop intersection amendment that was adopted by City Council on April 7, 2020 had an incorrect location.

No one spoke.

Mayor Kelly closed the public hearing at 7:01 p.m.

Amend City Code 218-15 Temporary Dwellings in Established Agricultural Districts

Mayor Kelly opened the public hearing at 7:01 p.m.

Vince DeLeonardis, city attorney, advised this amendment is to align or to remove a conflict that section has with section 6.3.4 of our Zoning Ordinance. It is to allow temporary dwellings used by farm workers when those dwellings are placed on an active farm and within a New York State established agricultural district. There is similar language already contained in section 6.3.4 of our Zoning Ordinance.

No one spoke.

Mayor Kelly closed the public hearing at 7:03 p.m.

CDBG Citizen Participation Plan Amendment

Mayor Kelly opened the public hearing at 7:03 p.m.

Mayor Kelly advised HUD has mandated that the City amend its current Citizen Participation Plan for the CDBG Entitlement Program to account for waivers connected to COVID related activities. Updates also include the elimination of costly newspaper advertisements, citizen participation procedures for future disaster events, and the inclusion of digital and virtual methods of public notification and participation.

No one spoke.

Mayor Kelly closed the public hearing at 7:05 p.m.

CALL TO ORDER

Mayor Kelly called the meeting to order at 7:05 p.m.

MAYOR'S DEPARTMENT

Announcement: 2020 Census Self-Reporting Reminder

Mayor Kelly announced the City of Saratoga Springs' current response rate is about 60%. The New York State self-response rate is currently about 52%. We are ahead of the statewide average but we would like to see this rate increase even more. To complete the census, please visit 2020census.gov.

Announcement: State of Emergency Extension

Mayor Kelly announced that on May 12, 2020, she extended the City's state of emergency for another 30 days. This will continue until we see the governor change his state of emergency and the County changes theirs.

Announcement: 2020 CDBG Program Year Entitlement Fund Application Period RE-Opening and CDBG-CV Fund Application Opened

Mayor Kelly announced that due to the current pandemic, the Community Development Department has re-opened the applications for the 2020 CDBG program year entitlement funding. Available funding for this program year is \$315,491. In addition, the City has been allotted additional CDBG funding by HUD through the CARES Act for COVID-19 related activities benefiting the low to moderate population in the amount of \$181,629. Guidelines and applications as well as funding schedule for both these funding resources are on the City website. Applications are being accepted until noon on Friday, May 22nd.

Appointment: Saratoga Springs Arts Commission

Mayor Kelly appointed Jason Olberg to the Saratoga Springs Arts Commission. He will serve a two-year term from 5/19/20 – 5/19/2022.

Discussion and Vote: Appointment to the Civil Service Commission (20-214)

Mayor Kelly moved and Commissioner Madigan seconded to appoint Deirdre Ladd to the Civil Service Commission for the term lasting from 5/19/20 – 5/19/26.

Ayes – All

Discussion and Vote: Authorization for Mayor to Sign Subordination Agreement with KeyBank National Association (20-215)

Mayor Kelly advised a previous recipient of the City's Residential Rehabilitation Grant Program is seeking to refinance their home. The refinancing requires the City subordinate the lien standardly placed on a grant recipient's property to the financing agency KeyBank. The intent of this lien is to preclude grant recipients from selling their home for a period of at least five years following the funded rehabilitation. The subordination will not interfere with the purpose of this lien.

Mayor Kelly moved and Commissioner Dalton seconded to authorize the mayor to sign subordination agreement with KeyBank National Association as included with this agenda.

Ayes - All

Discussion and Vote: Accept the Saratoga Springs Recreation Department Donations (20-216)

Mayor Kelly thanked the following people and organizations for their generous donations: Stewart's Holiday Match \$5,500 for soccer and camp scholarships; George and Martha Parker \$2,000 for camp scholarships; Saratoga Springs Lion Club \$915 for camp scholarships; Saratoga Springs Rotary Club \$915 for camp scholarships; Soroptimist International of Saratoga County \$599 for camp scholarships; Saratoga Living LLC \$835 for the ice rink; and Saratoga Springs Friends of Recreation \$1,274 for soccer balls.

Mayor Kelly moved and Commissioner Dalton seconded to accept the donations made to the City's Recreation Department.

Ayes - All

Discussion and Vote: Authorization for Mayor to Sign Health Insurance contracts with MVP Health Care (20-217)

Mayor Kelly advised the rate renewals for the 2020 plan were signed in late 2019 and this secured the renewal for the upcoming year. This item formally approves the most current health insurance contracts.

Mayor Kelly moved and Commissioner Dalton seconded to authorize the mayor to sign health insurance contracts with MVP Health Care as included with this agenda.

Ayes – All

Discussion and Vote: Amend City Code 218-15 Regarding Temporary Dwellings in Established Agricultural Districts (20-218)

Mayor Kelly moved and Commissioner Dalton seconded to authorize the amendment to the City Code 218-15 regarding temporary dwellings.

Ayes – All

ACCOUNTS DEPARTMENT

Announcement: Grievance Day Update

Commissioner Franck announced next Tuesday, May 26th is grievance day. Governor Cuomo's New York State on Pause and Stay at Home Executive Order has been extended through June 6, 2020. Therefore, the Assessment Office is only accepting grievance applications on or before Tuesday, May 26th via mail or e-mail.

FINANCE DEPARTMENT

Update: Finance Department – COVID-19 and City Finances

Commissioner Madigan reported There's little to report at the state and national level that is not already well known. National unemployment applications are up close to 40 million. U.S. retail sales fell 16.4% in April. Restaurants and bars lost half their business in the past two months. Clothing store sales have fallen by 89% since February and furniture store sales are off by two-thirds. Our March sales tax fell 25% in 2020 from 2019. Finance now projects a \$15 million to \$17 million revenue shortfall due to the economic impact of the pandemic. This is up from \$14 million to \$16 million but still in that range. Such a significant shortfall creates stresses to our budget and our cash flow. Our cash balances are declining daily. If we do not take action, we will not be able to meet payroll in July. She is recommending a tax anticipation note in the amount of \$6,300,000. That will increase the July cash available to \$6.6 million. With any other expenditure changes, the City will have a cash deficit, I'm anticipating, and these are the things we're going through with you in these meetings, a cash deficit of \$12.1 million in December 2020. We are going to take \$1 million more unassigned fund balance and break our assignments; that will give us close to another \$1 million dollars. She encouraged the negotiating team to obtain further concessions from the seven unions regarding wage related expenses. With a \$15 - \$17 million dollar revenue projected loss, we're still coming up short but we are getting there; at least through the end of December and not just to the end of June.

Discussion and Vote: Resolution: Tax Anticipation Note (TAN) (20-219)

Commissioner Madigan moved and Mayor Kelly seconded to approve the resolution tax anticipation note, a TAN, included with the agenda.

Roll call:

Commissioner Franck – Aye
Commissioner Madigan – Aye
Commissioner Scirocco – Aye
Commissioner Dalton – Aye
Mayor Kelly - Aye

Discussion and Vote: Resolution: COVID-19 Federal Funding Relief Stimulus Package for Local Governments (20-220)

The resolution is as follows:

BE IT RESOLVED by the City Council of the City of Saratoga Springs, New York as follows:
WHEREAS, the COVID-19 pandemic has created unprecedented problems, issues, and challenges for local governments everywhere;
and

WHEREAS, last March, the United States Senate and the United States House of Representatives passed the CARES Act, a \$2.2 trillion dollars stimulus package intended to provide much needed financial relief to a wide variety of individuals, businesses, agencies, and governments impacted by the COVID-19 pandemic. While we, in Saratoga Springs, applaud that effort, we regret that the terms of the legislation did not include substantial financial relief to smaller municipalities like ours; and

WHEREAS, we are a city of less than 30,000 people but our problems are not small ones. Our City government is called upon to provide the same type of services to the public as those provided by municipalities many times our size. The COVID-19 crisis has cost us severe declines in sales tax revenue, state aid, fees, charges and taxes that would have been generated by business activities. Our annual City budget is approximately \$49 million dollars for 2020 and need to pay for and provide immediate and vital local services

such as public safety, clean water, and safe roads is not restricted to large municipalities. Our citizens and businesses count on us every day to do our job and we cannot let them down.

And NOW, THEREFORE BE IT RESOLVED, that this City Council calls upon all our federal representatives, including but not limited to, Speaker of the House of Representatives Nancy Pelosi, House Majority Leader Steny Hoyer, House Minority Leader Kevin McCarthy, Senate Majority Leader Mitch McConnell, and Senate Minority Leader Chuck Schumer; and our Local House of Representatives Paul Tonko and Elise Stefanik to advocate vigorously for the federal stimulus legislation that will address the needs of our City and help minimize the devastating effect of this pandemic on our residents, taxpayers, and visitors.

And BE IT FURTHER RESOLVED, a copy of this resolution shall be forwarded to all federal representatives named above."

Commissioner Madigan moved and Commissioner Franck seconded to approve the resolution COVID-19 federal funding relief stimulus package for local governments included with the agenda.

Ayes – All

Discussion and Vote: 2020 City Fees Update – Building Department (20-221)

Commissioner Madigan advised plumbing permits are included with Building Department fees. Previously there were two fees for residential work - \$50 and \$100 and two fees for commercial work - \$100 and \$200 depending on the certification of the plumber. These have been reduced to a single fee for residential work \$50 and a single fee for commercial work \$100 regardless of the plumber's certification.

Commissioner Madigan moved and Mayor Kelly seconded to approve 2020 City fees Building Department as included with the agenda.

Ayes – All

Discussion and Vote: Budget Amendments – Use of Assignment Code Blue (20-232)

Commissioner Madigan moved and Commissioner Dalton seconded to approve budget amendment for the use of Code Blue assignment as included with the agenda.

Ayes - All

Discussion and Vote: Budget Amendment – Use of Sick Leave Assignment (20-222)

Commissioner Madigan moved and Commissioner Dalton seconded to approve budget amendments for the use of sick leave assignment as included with the agenda.

Ayes - All

Discussion and Vote: Release Assignments (20-233)

Commissioner Madigan listed the following assignments to be released: prior year's taxes for \$171,586.88; IT initiative for \$1,258.80; City knowledge training reserve for \$74,503; City grant program for \$100,000; DPS right sizing for \$370,000, DPW sick leave for \$200,000; and trail maintenance for \$45,492.25. This will release to us a total of \$963,754.78.

Commissioner Madigan moved and Commissioner Franck seconded to approve the release of all City assignments as described in the memo included with the agenda.

Ayes - All

Discussion and Vote: Budget Transfers – Payroll (20-234)

Commissioner Madigan moved and Mayor Kelly seconded to approve budget transfers payroll as included with the agenda.

Ayes – All

PUBLIC WORKS DEPARTMENT

Discussion and Vote: Authorization for Mayor Sign Change Order #13 with DLC Electric, LLC for the City Hall Renovation – Electric (20-223)

Commissioner Scirocco moved and Commissioner Franck seconded for the mayor to sign change order number 13 with DLC Electric, LLC for the City Hall renovation electric in the amount of \$8,599.

Ayes – All

Discussion and Vote: Authorization for Mayor to Sign Change Order #6 with Collett Mechanical, Inc. for City Hall Renovation – HVAC (20-224)

Commissioner Scirocco moved and Commissioner Franck seconded for the mayor to sign change order number six with Collett Mechanical Incorporated for City Hall renovation HVAC in the amount of \$9,324.49.

Ayes – All

Discussion and Vote: Authorization for Mayor to Sign Change Order #11 with MLB Construction Services for City Hall Renovation – General Construction (20-225)

Commissioner Scirocco advised this change order closes out a number of on-going items for the general contractor.

Commissioner Scirocco moved and Commissioner Franck seconded for the mayor to sign change order number 11 with MLB Construction Services for City Hall renovation general construction in the total amount of \$186,785.42.

Ayes - All

Discussion and Vote: Authorization for Mayor to Sign Change Order #2 with Restore Masonry for Canfield Casino Renovation (20-226)

Commissioner Scirocco moved and Mayor Kelly seconded for the mayor to sign change order number two with Restore Masonry for the Canfield Casino renovation in the amount of \$ 3,457.

Ayes – All

Discussion and Vote: Authorization for Mayor to Sign Contract with Greenridge Cemetery (20-227)

Commissioner Scirocco moved and Commissioner Franck seconded for the mayor to sign a contract with Greenridge Cemetery in the amount of \$26,500.

Ayes - All

PUBLIC SAFETY DEPARTMENT

Announcement: Virus Update

We heard from the governor and the state that we met the seven criteria for re-opening. We are going to be re-opening phase one tomorrow in Saratoga Springs and the region that is primarily for construction and

manufacturing industries as well as curbside pick-up for retailers. All business owners are aware of is the fact that when they open, they will have to have a business safety protocol plan. The state has provided a template for one that is very user friendly that you can download and fill in as your safety protocol plan or you do have the option of writing your own. There's 14 days in between phases.

Discussion and Vote: Authorization for Mayor to Sign Agreement with Language Line for Interpretation Services for Dispatch (20-228)

Commissioner Dalton moved and Commissioner Madigan seconded for the mayor to sign the agreement with Language Line Solutions.

Ayes – All

Discussion and Vote Accept Donation from Bella Home Builders (20-229)

Commissioner Dalton thanked Dave DePaulo of Bella Home Builders and Saratoga Builders Association. They spearheaded the building of a new canine kennel for our canine officer.

Commissioner Dalton moved and Commissioner Franck seconded to accept the donation in the amount of \$10,000 from Bella Home Builders.

Ayes - All

Discussion and Vote: Amend Chapter 225 of the City Code Schedule XII – Stop Intersections (20-230)

Commissioner Dalton moved and Mayor Kelly seconded to amend Chapter 225, Article 9, Subsection 225-77, Schedule XII stop intersections to remove the following location: stop sign on Cleveland Avenue, direction of travel south, at the intersection of McKenzie's Way.

Ayes – All

Discussion and Vote: Resolution in Support of Our City's Businesses (20-231)

Commissioner Dalton read the following resolution:

"Whereas Saratoga Springs' local businesses are the foundation of our economy and our identity. They symbolize our uniqueness, our innovation, our perseverance, and our desire to make our community thrive and prosper, and
whereas, today, the COVID-19 pandemic is presenting our City's business community with challenges and burdens that could not even be imagined just a few months ago. Once the doors closed to the public, the ordinary responsibilities of meeting payrolls, paying bills, and maintaining a customer base seemed almost insurmountable. For many restaurants and shops, every day their doors remain closed moves them closer to a day when they might never be able to open again; and
whereas, it is impossible to overstate the need for every public-section and private sector entity in our City to work together and provide city businesses with the latest and best information, guidance, and support. As we move toward a safe phased reopening, we must provide business owners, their employees and their customers with the security and confidence they need, and the encouragement to move forward,
now, therefore, bet resolved, that this Council hereby states its continued support of our City's business community, and pledges to offer its assistance to the fullest extent possible."

Commissioner Dalton moved and Commissioner Madigan seconded to adopt the resolution in support of our small businesses.

Ayes - All

SUPERVISORS

Matt Veitch

Buildings & Grounds Committee Update

Supervisor Veitch reported they had their regularly scheduled meeting for May last Tuesday. The County had to put some money into an escrow account for the land that currently houses the Gateway House of Peace. It was formerly a Red Cross building in the Town of Milton. Since that building does not perform any airport function, the FAA requires us to keep some money in escrow for that property for any time that we may sell that land and/or incorporate that into the airport.

They discussed the new public safety building. The substantial completion of that building is scheduled for June. They're in the final stage of IT work in the building. The earliest they are going to be able to move departments into that building is going to be on July 1.

The Committee looked at their capital programs for this year cut almost all the projects. There's one project that they kept, which is the water tower at the jail. The water tower was built in 1985 and probably has had very little maintenance done on it ever since. It is beyond the point where we needed to do some repairs on it. It starting to leak and there were some issues with it. That needs to be done immediately. That project is going to continue but all the rest of the projects from the County's capital program were cut.

Home Energy Assistance Program Update

Supervisor Veitch reported this program comes out of the Department of Social Services for home energy heating assistance for folks who have the inability or don't have the means to pay for repairs on their furnaces, insulation, things for their houses to keep them warm in the wintertime. This year, because of COVID-19, they've extended the home energy heating assistance program until June 30, 2020 for both regular and emergency benefits.

County Re-Opening Committee Update

Supervisor Veitch reported they held their first meeting on Friday to discuss what the Committee's role is going to be. They are going to be a Committee that's going to look at the state guidelines for re-opening, promote those guidelines, and look to be a one-stop place for residents to get info on the re-opening. They are working on putting a website together and doing media releases. Their job is also to recommend to Spencer Hellwig, who is their appointed person on the State's Capital Region Control Room on anything they feel should be important to bring to the State's Control Room. It seems like what they are coming to be is a Committee that's going to look at the state guidelines for re-opening, promote those guidelines, look to be a one-stop place for residents to get info on the re-opening. They are working on putting a website together and doing media releases.

Tara Gaston

COVID-19 Update & Re-opening

Supervisor Gaston reported as of today there are 432 confirmed cases of COVID-19 within the County and 6 hospitalizations. Our numbers are actually doing pretty well. Tomorrow at 10 a.m., the County will be holding another Facebook Live with officials from County Public Health, Saratoga Hospital, the County Clerk, and Saratoga Springs City School District.

Board Update

Supervisor Gaston reported today that they passed a resolution authorizing the hiring of up to 50 contract tracers through the County in addition to the state. That was necessary in order for us to open up phase one tomorrow.

Real Property Update

Supervisor Gaston reported the County is going to wait an additional year on 2018 foreclosures. It is not possible for the County to do an auction or engage in the title searches or property searches now.

Mask Distribution

Supervisor Gaston reported the requirement of masks prior to entering a business is going to increase. She and Supervisor Veitch distributed 5,000 masks last Friday.

Public Forum

Supervisor Gaston reported the next public forum will be June 7th at 2 p.m. on Facebook Live.

ADJOURNMENT

There being no further business, Mayor Kelly adjourned the meeting at 8:44 p.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved: 10/20/2020
Vote: 5 - 0