



March 17, 2020
CITY OF SARATOGA SPRINGS
City Council Meeting
Recreation Center
15 Vanderbilt Avenue
7:00 PM

6:55 PM – P.H. – Amendments to Chapter
225 of the City Code – Stop Intersections
and Speed Limits Outside District

7:00 PM

CALL TO ORDER

ROLL CALL

SALUTE TO FLAG

PUBLIC COMMENT

CONSENT AGENDA

1. Approval of 3/2/20 Pre-Agenda Meeting Minutes
2. Approval of 3/3/20 City Council Meeting Minutes
3. Approve Use of Insurance Reserve Resolution #3
4. Approve Budget Amendment – Use of Insurance Reserve #3
5. Approve Budget Amendments – Regular (Increases)
6. Approve Budget Transfers - Regular
7. Approve Payroll 3/6/20 \$525,142.02
8. Approve Payroll 3/13/20 \$520,878.54
9. Approve Warrant – 2020 20MWMAR1 \$2,600.00
10. Approve Warrant – 2020 20MWMAR2 \$122,305.46
11. Approve Warrant – 2020 20MAR2 \$6,129,815.41

MAYOR'S DEPARTMENT

1. Announcement: 2020 Census Self-Reporting Reminder
2. Presentation: 2020 Community Development Citizen Advisory Committee (CDCAC) Recommendations for 2020-24 CDBG Consolidated Five-Yr Plan
3. Presentation: 2020-2021 Community Development Block Grant Funding (CDCAC) Recommendations for 2020 Action Plan
4. Set Public Hearing: 2020-2021 Community Development Block Grant Funding (CDCAC) Recommendations for 2020 CDBG Consolidated Plan & 2020-24 CDBG Action Plan
5. Appointment: Open Space Advisory Committee
6. Discussion and Vote: 2020-2021 Saratoga Springs Housing Authority Salaries
7. Discussion and Vote: Application for the 2019 Municipal Zero Emission Vehicle (ZEV) Clean Vehicle (Purchase of Lease) Rebate Program
8. Discussion and Vote: Authorization for Mayor to Sign Saratoga County Economic Fund Grant Application
9. Discussion and Vote: Authorization for Mayor to Sign Memorandum of Agreement (MOA) Between City, Firefighters Union and Fire Administrative Officers Union

10. Discussion and Vote: SEQRA Lead Agency for Easement Agreement Between Franchise Oversight Board and City of Saratoga Springs

ACCOUNTS DEPARTMENT

1. Award of Bid: CNA Environmental, LLC
2. Discussion and Vote: Resolution for Electronic Vouchers
3. Appointment: Sabrina Lauzon as Commissioner of Deeds

FINANCE DEPARTMENT

1. Update: Community Choice Aggregation (CCA)
2. Discussion and Vote: 2019 County Distribution Recommendation Revision
3. Discussion and Vote: New Position Duties Statement, Salary
4. Discussion and Vote: Budget Transfer – Contingency
5. Discussion and Vote: Budget Amendment – Use of Assigned Fund Balance
6. Discussion and Vote: Budget Amendment – Payroll
7. Discussion and Vote: Budget Transfer - Payroll

PUBLIC WORKS DEPARTMENT

1. Announcement: Restrict Public Access to water Treatment Plant
2. Discussion and Vote: Authorization for Mayor to Sign Addendum #3 with Mesick, Cohen, Wilson, Baker Architects, LLP for Canfield Casino
3. Discussion and Vote: Approval to Pay Invoice #1 to Mesick, Cohen, Wilson, Baker Architects for Canfield Casino Project in the Amount of \$1,970
4. Discussion and Vote: Authorization for Mayor to Sign Addendum One with CPL for the City Hall Renovation
5. Discussion and Vote: Accept Donation from Sustainable Saratoga for Trees
6. Discussion and Vote: Authorization for Mayor to Sign Addendum One with Schnabel Engineering for Design & Permitting Service for Loughberry Lake Dam Spillway Project
7. Discussion and Vote: Authorization for Mayor to Sign Contract with CNA Environmental, LLC for Laboratory Services for water Treatment Plant

PUBLIC SAFETY DEPARTMENT

1. Announcement: Virus Update
2. Discussion and Vote: Authorization for Mayor to Sign Contract with Empire Ambulance
3. Discussion and Vote: Authorization for Mayor to Sign Contract with Towaway Towing
4. Discussion and Vote: Authorization for Mayor to Sign Contract with Saratoga Car Rental, Inc. dba Matt's of Saratoga
5. Discussion and Vote: Authorization to Pay Invoice to Rood & Riddle Equine in the Amount of \$1,563.73
6. Discussion and Vote: Amend Chapter 225 of the City Code, Section 225-77; Schedule XII – Stop Intersections
7. Discussion and Vote: Amend Chapter 225-12B & 225-69 of the City Code
8. Announcement: Update Fire at Raymond Watkins Apartment

SUPERVISORS

Matt Veitch

1. National Association of Counties Conference Update
2. Buildings & Grounds Committee Update
3. Public Safety Committee Update

City Council Meeting
3/17/20

Tara Gaston

1. Public Health Update
2. Board of Supervisors Update
3. Public Forum

ADJOURN



March 17, 2020

CITY OF SARATOGA SPRINGS
City Council Meeting
Recreation Center
15 Vanderbilt Avenue

PRESENT: Meg Kelly, Mayor
Michele Madigan, Commissioner of Finance
Robin Dalton, Commissioner of DPS

STAFF PRESENT: Lisa Shields, Deputy Mayor
Deirdre Ladd, Deputy Commissioner, Finance

Joe O'Neill, Deputy Commissioner, DPW
Eileen Finneran, Deputy Commissioner, DPS

Vincent DeLeonardis

Matthew Veitch, Supervisor
Tara Gaston, Supervisor

EXCUSED: John Franck, Commissioner of Accounts
Anthony Scirocco, Commissioner of DPW

Maire Masterson, Deputy Commissioner, Accounts

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

Mayor Kelly advised the public is free to submit comments on any topic via e-mail.

Amendments to Chapter 225 of the City Code – Stop Intersections and Speed Limits Outside District

Commissioner Dalton read an e-mail from Chris Mathiesen into the record. (copy attached)

CALL TO ORDER

Mayor Kelly called the meeting to order at 7:01 p.m.

PUBLIC COMMENT

No public comment. Public not in attendance due to Coronavirus pandemic.

Mayor Kelly advised she has received 60-70 e-mails regarding the third fire station. These will be forwarded to the clerk to be added to the record. (attached).

EXECUTIVE SESSION

Mayor Kelly moved and Commissioner Dalton seconded to move into executive session for matters regarding employment at 7:30 p.m.

Ayes – All

Council returned at 7:11 p.m.

Mayor Keely advised an item will be added to the Finance agenda due to the results of the executive session.

CONSENT AGENDA

Mayor Kelly moved and Commissioner Dalton seconded to approve the consent agenda as follows:

1. Approval of 3/2/20 Pre-Agenda Meeting Minutes
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3. Approve Use of Insurance Reserve Resolution #3
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10. Approve Warrant – 2020 20MWMAR2 \$122,305.46
11. Approve Warrant – 2020 20MAR2 \$6,129,815.41

Ayes – All

MAYOR'S DEPARTMENT

Announcement: 2020 Census Self-Reporting Reminder

Mayor Kelly announced the US Census Bureau started mailing invitations to residents on March 12, 2020. The 2020 census data will be used to make critical decisions and help Saratoga receive the funds it deserves.

Presentation: 2020 Community Development Citizen Advisory Committee (CDCAC) Recommendations for 2020-24 CDBG Consolidated Five-Yr Plan

Mayor Kelly pulled this item from her agenda.

Presentation: 2020-2021 Community Development Block Grant Funding (CDCAC) Recommendations for 2020 Action Plan

Mayor Kelly pulled this item from her agenda.

Set Public Hearing: 2020-2021 Community Development Block Grant Funding (CDCAC) Recommendations for 2020 CDBG Consolidated Plan & 2020-24 CDBG Action Plan

Mayor Kelly pulled this item from her agenda.

Appointment: Open Space Advisory Committee

Mayor Kelly appointed Jen Hunt Dempsey to the Open Space Advisory Committee. Her term will run from 3/17/20 – 12/31/24.

Discussion and Vote: 2020-2021 Saratoga Springs Housing Authority Salaries (20-091)

Mayor Kelly moved and Commissioner Madigan seconded to approve the 2020 – 2021 Saratoga Springs Housing Authority salaries as included with the agenda.

Ayes - All

Discussion and Vote: Application for the 2019 Municipal Zero Emission Vehicle (ZEV) Clean Vehicle (Purchase of Lease) Rebate Program (20-092)

Mayor Kelly advised the rebate is \$5,000 per vehicle for a total reimbursement of \$10,000 to the City for the purchase of the two Chevy Bolts.

Mayor Kelly moved and Commissioner Madigan seconded to approve the submission of the application for the 2019 Municipal Zero Emission Vehicle Clean Vehicle Rebate Program as included with the agenda.

Ayes - All

Discussion and Vote: Authorization for Mayor to Sign Saratoga County Economic Fund Grant Application (20-093)

Mayor Kelly advised this is a \$7,400 grant to support the current CDBG loan fund program.

Mayor Kelly moved and Commissioner Madigan seconded to authorize the mayor to sign Saratoga County Economic Fund Grant Application as included with the agenda.

Ayes - All

Discussion and Vote: Authorization for Mayor to Sign Memorandum of Agreement (MOA) Between City, Firefighters Union and Fire Administrative Officers Union (20-094)

Vince DeLeonardis, city attorney, advised this agreement allows the donation of sick time to a particular firefighter in need. They do intend to develop a sick bank in the future with the union. There is a total of 480 hours being donated to be used by the end of this year. Any unused time cannot be paid out or carried over to next year.

Mayor Kelly moved and Commissioner Dalton seconded to authorize the mayor to sign the memorandum of agreement between the City, Firefighters Union and Fire Administrative Officers Union as described with this agenda.

Ayes - All

Discussion and Vote: SEQRA Lead Agency for Easement Agreement Between Franchise Oversight Board and City of Saratoga Springs

Mayor Kelly advised the City continues to move forward to obtain an easement with the State of New York. There is no specific site details. The easement and escrow agreement vote will be brought to the next City Council meeting.

ACCOUNTS DEPARTMENT

Mayor Kelly read Commissioner Franck's agenda in his absence.

Award of Bid: CNA Environmental, LLC (20-095)

Mayor Kelly moved and Commissioner Dalton seconded to award the bid for Laboratory Services to CNA Environmental, LLC for an amount not to exceed \$23,106.00.

Ayes - All

Discussion and Vote: Resolution for Electronic Vouchers (20-096)

Mayor Kelly advised the Purchasing Policy and Procedure Manual allows for the processing of original paper vouchers. Should the need arise; we need to implement the processing of electronic vouchers. This resolution allows for that.

The resolution is as follows:

A RESOLUTION
OF THE CITY COUNCIL
OF THE CITY OF SARATOGA SPRINGS, NY

WHEREASE, in the past few weeks, governments, communities, and businesses across our country and around the world have encountered operating difficulties because of the COVID-19 virus. While each local government faces its own specific problems, it is in the best overall public interest for every public official to prepare for alternative methods and procedures to keep government functions in operation in case of a medical crisis; and

WHEREAS, Saratoga Springs currently maintains a Purchasing Policy and Procedure Manual that establishes routine and non-routine procedures for purchase of goods and services. Currently, the Manual does not contain details about payments to vendors by electronic voucher, a viable alternative to pay vendors in a crisis situation,

NOW, THEREFORE, THIS COUNCIL hereby authorizes the Commissioner of Accounts to promulgate regulations for the payment of vendors by electronic voucher. Such supplemental regulations shall be in accordance with established procedures in use by other governments, and shall be established in writing and filed in the Office of the City Clerk. The regulations shall be in addition to current regulations in the Purchasing Policy and Procedure Manual, but in cases where they conflict with current regulations; those supplemental regulations shall take priority.

Mayor Kelly moved and Commissioner Dalton seconded for the City Council to approve the resolution for electronic vouchers as distributed with the agenda.

Ayes - All

Appointment: Sabrina Lauzon as Commissioner of Deeds

Mayor Kelly announced Commissioner Franck pulled this item from his agenda.

FINANCE DEPARTMENT

Update: Community Choice Aggregation (CCA)

Commissioner Madigan advised the main purpose of Community Choice Aggregation will allow us to get better energy supply pricing. We had doubled the amount of residents required for this first group with 90,000 residents. This will provide protection from predatory practices of energy supply companies. MEGA will now go out to bid and choose a recommended energy supplier. Once recommendations have been made, each municipality will have to make a decision based on their constituents and energy supplier goal.

Discussion and Vote: 2019 County Distribution Recommendation Revision (20-097)

Commissioner Madigan advised last year the County received money from a settlement. The City Council approved spending this money on two electric vehicles. DPW is offering to retire one of their cars and accept the electric vehicle that was initially to go to the Department of Public Safety.

Commissioner Madigan moved and Commissioner Dalton seconded to approve the revised 2019 County distribution recommendation to have DPW replace their 2007 Jeep Patriot with the more energy efficient electric vehicle instead of DPS as described in the memo included with the agenda.

Commissioner Dalton advised they could not accept this car as it could not be retrofitted for the equipment the police require in their cars.

Ayes - All

Discussion and Vote: New Position Duties Statement, Salary (20-098)

Commissioner Madigan stated they need someone to manage the economic impact of this uncertain period of time. She would like to create the position of a budget director and place this position in the non-union fulltime resolution. The salary will be \$77,680 per year with no eligibility for overtime. This position will start 4/1/20.

Commissioner Madigan moved and Mayor Kelly seconded to approve the new position duty statement for budget director as included with the agenda at an annual salary of \$77,680 with an effective start date of April 1, 2020.

Mayor Kelly stated she always felt the City needed a budget director. There is no consistency with having a deputy do this and then leave after a couple of years. She supports this.

Commissioner Dalton stated she agrees with the mayor. She spoke with Commissioner Madigan to make cuts and make it budget neutral.

Ayes – All

***Commissioner Madigan moved and Commissioner Dalton seconded to add an item to the agenda entitled Discussion and Vote: Revise Resolution for Non-union Full Time Employees. (20-099)**

Ayes – All

Discussion and Vote: Revise Resolution for Non-Union Full Time Employees (20-100)

Commissioner Madigan advised she distributed today via e-mail the resolution to non-union employees. It was changed to include the budget director as described previously and the salary.

Commissioner Madigan moved and Commissioner Dalton seconded to approve the revised resolution for non-union full time employees as circulated today via e-mail.

Ayes - All

Discussion and Vote: Budget Transfer – Contingency (20-101)

Commissioner Madigan advised the current balance in contingency is \$203,170.39. These transfer total \$70,025 and \$136,970.39 will remain after the transfer.

Commissioner Madigan moved and Commissioner Dalton seconded to approve the budget transfer contingency as included with the agenda.

Ayes - All

Discussion and Vote: Budget Amendment – Use of Assigned Fund Balance (20-102)

Commissioner Madigan advised the current balance in assigned fund balance is \$194,858.50 and \$171,586.88 will remain after the amendment.

Commissioner Madigan moved and Commissioner Dalton seconded to approve the budget amendment - use of assigned fund balance as included with the agenda.

Ayes - All

Discussion and Vote: Budget Amendment – Payroll (20-103)

Commissioner Madigan moved and Commissioner Dalton seconded the budget amendment – payroll as included with the agenda.

Ayes - All

Discussion and Vote: Budget Transfer – Payroll (20-104)

Commissioner Madigan moved and Commissioner Dalton seconded the budget transfer – payroll as included with the agenda.

Ayes - All

PUBLIC WORKS DEPARTMENT

Mayor Kelly read Commissioner Scirocco agenda in his absence.

Announcement: Restrict Public Access to water Treatment Plant

Mayor Kelly announced the restriction of public access to the Water Treatment Plant. It will be closed to the public until further notice.

Discussion and Vote: Authorization for Mayor to Sign Addendum #3 with Mesick, Cohen, Wilson, Baker Architects, LLP for Canfield Casino (20-105)

Mayor Kelly stated this addendum is for the unforeseen support of the chandeliers in the parlor of the Canfield Casino.

Mayor Kelly moved and Commissioner Dalton seconded to authorize the mayor to sign addendum #3 with Mesick, Cohen, Wilson, Baker Architects in the amount of \$4,332.50 for the emergency design services.

Ayes - All

Discussion and Vote: Approval to Pay Invoice #1 to Mesick, Cohen, Wilson, Baker Architects for Canfield Casino Project in the Amount of \$1,970 (20-106)

Mayor Kelly moved and Commissioner Dalton seconded to approve payment of invoice #1 to Mesick, Cohen, Wilson, Baker Architects for Canfield Casino project in the amount of \$1,970.

Ayes - All

Discussion and Vote: Authorization for Mayor to Sign Addendum One with CPL for the City Hall Renovation (20-107)

Mayor Kelly advised this addendum extends the agreement four months to June 2020.

Mayor Kelly moved and Commissioner Dalton seconded to authorize the mayor to sign addendum #1 in the amount of \$41,850 to CPL for City Hall Renovation Project.

Ayes - All

Discussion and Vote: Accept Donation from Sustainable Saratoga for Trees (20-108)

Mayor Kelly advised more than 30 trees are being donated to the City. The value is approximately \$3,500. The trees are to be planed April 25, 2020 for Tree Toga.

Mayor Kelly moved and Commissioner Madigan seconded to accept the donation of trees from Sustainable Saratoga in the amount up to \$3,500.

Ayes - All

Discussion and Vote: Authorization for Mayor to Sign Addendum One with Schnabel Engineering for Design & Permitting Service for Loughberry Lake Dam Spillway Project (20-109)

Mayor Kelly advised this addendum includes additional design.

Mayor Kelly moved and Commissioner Dalton seconded to authorize the mayor to sign addendum #1 with Schnabel Engineering for design and permitting service for Loughberry Lake Dam Spillway Project in the amount of \$31,390.

Ayes - All

Discussion and Vote: Authorization for Mayor to Sign Contract with CNA Environmental, LLC for Laboratory Services for water Treatment Plant (20-110)

Mayor Kelly advised this provides testing for the City water supply.

Mayor Kelly moved and Commissioner Madigan seconded for the mayor to sign a contract with CNA Environmental, LLC for laboratory services not to exceed unit bid prices per 2020 bid submission.

Ayes - All

PUBLIC SAFETY DEPARTMENT

Announcement: Virus Update

Commissioner Dalton advised the chiefs want to form a task force to disseminate information to residents regarding COVID-19.

Discussion and Vote: Authorization for Mayor to Sign Contract with Empire Ambulance (20-111)

Commissioner Dalton advised Empire is the backup ambulance to the City. This contract is for one year for the lease of the facility on West Avenue for \$30,000.

Commissioner Dalton moved and Commissioner Madigan seconded to authorize the mayor to sign the contract with Empire Ambulance Service.

Ayes - All

Discussion and Vote: Authorization for Mayor to Sign Contract with Towaway Towing (20-112)

Commissioner Dalton advised this towing contract provides for towing to the City on an as needed basis.

Commissioner Dalton moved and Commissioner Madigan seconded to authorize the mayor to sign a contract with Towaway, LLC.

Ayes - All

Discussion and Vote: Authorization for Mayor to Sign Contract with Saratoga Car Rental, Inc. dba Matt's of Saratoga (20-113)

Commissioner Dalton advised this is a second towing company that will be called on an as needed basis.

Commissioner Dalton moved and Commissioner Madigan seconded to authorize the mayor to sign a contract with Saratoga Car Rental dba Matt's of Saratoga.

Ayes - All

Discussion and Vote: Authorization to Pay Invoice to Rood & Riddle Equine in the Amount of \$1,563.73 (20-114)

Commissioner Dalton advised this invoice was for emergency services to our police horses King Tut and Appolo.

Commissioner Dalton moved and Commissioner Madigan seconded to approve payment to Rood & Riddle Equine in the amount of \$1,563.73.

Ayes - All

Discussion and Vote: Amend Chapter 225 of the City Code, Section 225-77; Schedule XII – Stop Intersections

Commissioner Dalton pulled this item from her agenda.

Discussion and Vote: Amend Chapter 225-12B & 225-69 of the City Code

Commissioner Dalton pulled this item from her agenda.

Announcement: Update Fire at Raymond Watkins Apartment

Commissioner Dalton advised there was a fire on the first floor of Raymond Watkins Apartments earlier this week. Our Fire Department did an exceptional job.

SUPERVISORS

Matt Veitch

National Association of Counties Conference Update

Supervisor Veitch reported this conference was held at the beginning of the month. He serves on the Community Development and Economic Committee where they had three resolutions at the national level. The resolutions were for continuation of funding for the Community Development Block Grant, build more affordable housing, and support of workforce development programs. He also serves on the International Economic Development Task Force where they discussed small business administration grants. They also had a staff briefing with the White House Staff regarding COVID-19.

Buildings & Grounds Committee Update

Supervisor Veitch reported they had a re-appropriation of \$434,000 in unexpended 2019 funds for capital projects. A public speaker suggested the building on Woodlawn Avenue be given to the City for use as a homeless shelter. The County Committee is open to suggestions at this time.

Public Safety Committee Update

Supervisor Veitch reported the week of April 19 – April 25 is National Crime Victims' Rights Week. The Committee also appropriated \$1 million dollars from their fund balance for COVID-19.

Supervisor Veitch announced at the Board Meeting today, they appropriated \$1 million dollars for COVID-19 to pay for employee salaries and supplies.

Tara Gaston

Public Health Update

Supervisor Gaston reported the number of COVID-19 cases is fluid. If you show symptoms and have come in contact with someone who is infected with the virus, self quarantine. The Sheriff's Department has a special needs registry that anyone can sign up for.

Board of Supervisors Update

Supervisor Gaston reported April 2020 is donate life month. They are postponing the real property auction due to the virus.

Public Forum

Supervisor Gaston announced her next forum will be March 26th at 7 p.m. and the topic will be NACO.

ADJOURNMENT

There being no further business, Mayor Kelly adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved: 4/7/20
Vote: 5 - 0