



April 20, 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  
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  
Eileen Finneran, Deputy Commissioner, DPS  
  
Vince DeLeonardis, City Attorney

**EXCUSED:** Joe O'Neill, Deputy Commissioner of DPW  
  
Matthew Veitch, Supervisor  
Tara Gaston, Supervisor

**CALL TO ORDER**

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

**PRESENTATION**

1. 2019 Preliminary Financial Report – Commissioner Madigan advised this is an un-edited report. We are running a deficit due to NYRA admission tax.

**CONSENT AGENDA**

1. Approval of 4/2/2020 City Council Meeting Transcript
2. Budget Amendments – Insurance
3. Budget Amendments – Regular (Increases)
4. Budget Transfers – Insurance
5. Budget Transfers - Regular
6. Approve Payroll 4/17/20 \$562,154.09
7. Approve Warrant – 2020 20MWAPR2 \$36.26
8. Approve Warrant – 2020 20MWAPR3 \$2,613.21
9. Approve Warrant – 2020 20MWAPR4 \$61,950.00
10. Approve Warrant – 2020 20MWAPR5 \$65,351.68
11. Approve Warrant – 2020 20APR2 \$560,634.25

No comments.

## **MAYOR'S DEPARTMENT**

Announcement: 2020 Census Self-Reporting Reminder

No comments.

Announcement: NYCOM Federal Aid Sig-On Letter

No comments.

Announcement: Update on Land Use Board Activities

No comments.

Announcement: Update on Building Department Services

No comments.

Announcement: Resolution: Extend Effective Dates for Permits and Land use Board Approvals

Mayor Kelly advised this is a discussion and vote item. She will be bringing forward a resolution to address the expiration dates of building permits.

Appointment: Saratoga Springs Arts Commission

No comments.

Discussion and Vote: Accept the Donation of Six \$50 DBA Cards from the Saratoga Springs Friends of Recreation for the Recreation Bingo Game

No comments.

Discussion and Vote: Consolidation of Waterfront Park Grants with New York State

Mayor Kelly advised this agreement will combine awards. This is a formality. Once documentation is provided, the City will receive \$465,665.08 in reimbursement.

Discussion and Vote: Authorization for Mayor to Execute Grant of Easement for Niagara Mohawk Power Corporation

Mayor Kelly stated this is for the installation of a pad on the property owned by the City under the lease with the City Center Authority.

## **ACCOUNTS DEPARTMENT**

Discussion and Vote: Accept Donation of Cloth Face Masks from Michele Erceg and Dale Walton – Value of \$500

No comments.

Discussion and Vote: Authorization for Mayor to Begin Public Assistance Reimbursement for DR-4480NY

No comments.

Appointment: Elaina Richardson to the Arts Commission

No comments.

Appointment: Sabrina Lauzon as Commissioner of Deeds

No comments.

Commissioner Franck added 2 items to his agenda: update relating to remote marriage licenses and update to grievance class.

## **FINANCE DEPARTMENT**

Announcement: Late Fees for City, county and Delinquent School Taxes

Commissioner Madigan advised that legal research shows the City has not authority to waive fees.

Update: Finance Department – COVID-19 and City Finances

Commissioner Madigan advised she will provide information about revenue and expenditures leading to expenditure reductions.

Discussion and Vote: Budget Transfers - Payroll

No comments.

Discussion and Vote: Budget Amendments – Payroll

No comments.

## **PUBLIC WORKS DEPARTMENT**

Discussion and Vote: Approval to Pay Invoice #7153118708 in the Amount of \$2,106.01 to Schindler Elevator for Woodlawn Ave Parking Garage

No comments.

Announcement: 2020 First Quarter Utility Bills

Commissioner Scirocco stated he has the authority to extend the due date. He will be extending the due date of utility bills from April 15 to May 15.

Set Public Hearing: Amend Capital Program & Capital Budget to Include City Hall Renovation

No comments.

## **PUBLIC SAFETY DEPARTMENT**

Announcement: Virus Update

No comments.

Appointment: Saratoga Springs Arts Commission

No comments.

Discussion and Vote: Authorization to Pay American Red Cross Invoice

Commissioner Dalton advised this is for CPR, AED and rescuer first aid training of the Police Department.

Discussion and Vote: Authorization for Mayor to Sign Memorandum of Understanding with Longfellows

Commissioner Dalton explained this is for rooms for anyone in the Police or Fire Departments who has to self-quarantine.

Discussion and Vote: Accept Donations from Quick Response and KPM Restoration

Commissioner Dalton advised this is for the cleaning and decontamination of police vehicles and fire trucks.

**SUPERVISORS**

Mayor Kelly advised nothing has been received from the supervisors yet.

**ADJOURN**

Mayor Kelly adjourned the meeting at 9:40 a.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved: 6/2/20  
Vote: 5 - 0