



August 6, 2012

CITY OF SARATOGA SPRINGS
City Council Pre-Agenda Meeting
9:30 AM

PRESENT: Michele Madigan, Commissioner of Finance
John Franck, Commissioner of Accounts
Christian Mathiesen, Commissioner of DPS

STAFF PRESENT: Shauna Sutton, Deputy Mayor
Lynn Bachner, Deputy Commissioner, Finance
Sharon Kellner-Chille, Deputy Commissioner, Accounts
Eileen Finneran, Deputy Commissioner, DPS

Matthew Veitch, Supervisor

EXCUSED: Scott Johnson, Mayor
Tim Cogan, Deputy Commissioner, DPW

ABSENT: Anthony Scirocco, Commissioner of DPW
Joe Scala, City Attorney
Joanne Yepsen, Supervisor

CALL TO ORDER

Commissioner Madigan called the meeting to order at 9:39 a.m.

PUBLIC HEARINGS

Commissioner Madigan announced there 1 public hearing scheduled for the City Council meeting.

PRESENTATIONS

Commissioner Madigan announced there is presentation regarding Safe Routes with a public comment period to follow. She will also be adding a presentation for the 2011 Audited Financial Statement.

EXECUTIVE SESSION

Commissioner Madigan announced there will be an executive session regarding the proposed purchase or disposition of real property or securities.

CONSENT AGENDA

1. Approval of 7/13/12 City Council Meeting Minutes
2. Approval of 7/16/12 Pre-Agenda Meeting Minutes
3. Approval of 7/17/12 City Council Minutes
4. Approve Budget Amendments (Increases)
5. Approve Budget Transfers - Regular
6. Approve Payroll 7/20/12 \$402,674.94

7. Approve Payroll 7/27/12 \$420,725.97
8. Approve Payroll 8/3/12 \$426,897.86
9. Approve Warrant 2012 Mid – 12MWAUG1 \$32,871.08
10. Approve Warrant 2012 Mid – 12 MWJUL2 \$516,225.64
11. Approve Warrant 2012 Reg – 12AUG1 \$1,285,838.24

MAYOR'S DEPARTMENT

1. Discussion and Workshop: Proposed Revisions to Zoning Ordinance, City Code, and Subdivision Regulations

No Comment.

2. Discussion and Vote: Resolution for Safe Routes to Schools Grant Application

Commissioner Madigan stated the resolution states the mayor will be asking for permission to sign the contract and to apply for the grant. She asked if it would be possible for the Council to see the contract before it votes on it.

Deputy Mayor Sutton stated in the past they have done this not to slow up the process.

Kate Maynard advised it is all according to the comfort level of the Council. She stated she will give the Council all the details tomorrow and show a few slides.

Commissioner Madigan advised there will not be matching funds for this.

3. Appointments: Community Development Citizen Advisory Committee

Deputy Mayor Sutton advised there will be 4 re-appointments.

4. Discussion and Vote: Authorization for Mayor to Sign Agreement of Sale with Adirondack Trust Company, Inc.

Deputy Commissioner Finneran stated she wants to make sure it is clear that the City will not be giving up the future of ability to change the road to a one-way, or install a stop sign, etc. She wasn't clear from her discussion last week with Joe Scala if that is what is intended.

Deputy Mayor Sutton advised they will leave it to the city attorney and get back to Eileen on that.

5. Discussion and Vote: Accept Donations for Solomon Northup Day Celebration

No Comment.

6. Discussion and Vote: Authorization for Mayor to Sign Agreement with Gary Ferris for Summer Concert Series

No Comment.

7. Discussion and Vote: Authorization for Mayor to Sign Agreement with Eclectic Songs for Summer Concert Series

Commissioner Madigan stated on items #6 and 7, there is question as to whether or not there is sufficient appropriation in the budget for these.

Deputy Mayor Sutton advised she understood the transfer has already taken place. She will look into it.

8. Set Public Hearing: Capital Program 2013 – 2018

No Comment.

ACCOUNT'S DEPARTMENT

1. Announcement: Assessment Roll on City Web Page

Commissioner Franck advised we are required to show in page format our assessment database. We are working with the Finance Department (IT) to make our on-line database easier to locate.

Commissioner Franck announced he will be adding 1 item to his agenda: Rescind Bid to Martha Lyon Landscape Architecture, LLC.

FINANCE DEPARTMENT

1. Discussion: Property Auction

No Comment.

2. Discussion: 2nd Quarter Financial Report

No Comment.

3. Discussion and Vote: 2012 Finance Policies and Procedures Update

No Comment.

4. Discussion and Vote: Capital Budget Amendment – Police Department Infrastructure

Commissioner Madigan brought to the Deputy Mayor's attention that DPS item #1 may need to precede this item.

5. Discussion and Vote: Budget Transfers – Payroll

No Comment.

6. Discussion and Vote: Budget Transfers – Benefits

No Comment.

7. Discussion and Vote: Budget Amendments - Benefits

No Comment.

PUBLIC WORKS DEPARTMENT

1. Discussion and Vote: Approval – Resolution to File Application for State Assistance – Household Hazardous Waste

Commissioner Madigan stated this resolution is to apply for the assistance and execute the agreement. This one isn't for the Mayor to sign but for the Commissioner of Public Works to sign. She thought it would be best for the contract to be brought forward to the Council before execution.

2. Discussion and Vote: Authorization for Mayor to Sign Agreement with Jack Hall Plumbing and Heating for Ice Rink Dehumidifier

Commissioner Madigan stated they need a budget line and if a capital budget line item it requires a certification of funds.

Tim Wales provided the line item as H3567182 / 52000 / 1193 in the amount of \$18,888.

3. Discussion and Vote: Authorization for the Mayor to Sign a Pre-Cast Curbing Contract

Tim Wales advised this is for 12 Richie Place in the amount of \$760.

4. Discussion and Vote: Authorization to Pay Voucher – CT Male

Tim Wales advised this is for asbestos in the Casino basement. The work has been completed in the amount of \$4,758 in line item H3537112 / 52000 / 1165.

PUBLIC SAFETY DEPARTMENT

1. Discussion and Vote: Amend Capital Budget for the Police Department Infrastructure

No Comment.

2. Discussion and Vote: Authorization for Mayor to Sign Contract with Butler Rowland Mays for Architectural Conceptual Design Services for Interior Renovations to the Police Department

Commissioner Franck advised he will be recusing himself from this item as they are a client of his.

3. Discussion and Vote: Authorization for Mayor to Sign Change Orders #3 – 6 for Electric Concepts for Electrical Work at Lake Avenue Firehouse

No Comment.

4. Discussion and Vote: Authorization for Mayor to Sign Change Order #4 for Collins Mechanical for HVAC Work at Lake Avenue Firehouse

No Comment.

5. Discussion and Vote: Authorization for Mayor to Sign change Order #5 for Debrino Caulking – General Contractor for Lake Avenue Firehouse

No Comment.

6. Set Public Hearing: Amend Chapter 225-81 Schedule XVI – Parking Prohibited at All Times on Woodlawn Avenue Between Division Street and Church Street on West Side of Street

No Comment.

7. Set Public Hearing: Amend Capital Budget for the Lake Avenue Fire Station Project

Commissioner Mathiesen advised this is for an additional \$68,199.

8. Set Public Hearing: Amend Capital Budget for the Police Department Project

Commissioner Mathiesen advised this is for an additional \$17,009.

Commissioner Mathiesen advised he will be adding 1 item: extension of contract at no additional cost to the City. The extension is for 2 weeks because an outside vendor had to install a water line.

SUPERVISORS

JOANNE YEPSEN

MATTHEW VEITCH

1. August Meetings

ADJOURN

Commissioner Madigan adjourned the meeting at 9:57 a.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved:
Vote: