



June 3, 2013

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

PRESENT:

Scott Johnson, Mayor
Michele Madigan, Commissioner of Finance
John Franck, Commissioner of Accounts
Christian Mathiesen, Commissioner of DPS
Anthony Scirocco, Commissioner of DPW

Matthew Veitch, Supervisor
Joanne Yepsen, Supervisor

STAFF PRESENT:

Shauna Sutton, Deputy Mayor
Lynn Bachner, Deputy Commissioner, Finance
Sharon Kellner-Byrnes, Deputy Commissioner, Accounts
Eileen Finneran, Deputy Commissioner, DPS

Matt Dorsey, City Attorney

EXCUSED:

Tim Cogan, Deputy Commissioner, DPW

CALL TO ORDER

Mayor Johnson called the meeting to order at 9:36 a.m.

PUBLIC HEARINGS

Amend Chapter 225 of City Code Entitled "Vehicle and Traffic"

Mayor Johnson announced this is from the Department of Public Safety.

No comments.

EXECUTIVE SESSION

There is no Executive Session scheduled.

CONSENT AGENDA

1. Approval of 5/20/13 Pre-Agenda Minutes
2. Approve Budget Amendments (Increases)
3. Approve Budget Transfers - Regular
4. Approve Payroll 05/24/13 \$401,264.10
5. Approve Payroll 05/31/13 \$471,624.90
6. Approve Warrant: 2013 Mid – 13MWMAY3 \$63,732.01
7. Approve Warrant: 2013 Reg – 13JUN1 \$377,414.69

Mayor Johnson inquired as to what the \$300,000 for police overtime under item #2.

Commissioner Madigan advised she would have to look that up.

MAYOR'S DEPARTMENT

Discussion and Vote: Authorization for Mayor to Sign Agreement with Pitney Bowes for Postage Machine

Mayor Johnson advised this is an annual contract in the amount of \$1,836.00.

Discussion and Vote: Review of Personnel Files Policy

Carl Gonzalez, human resource consultant, advised this policy was scheduled for revision. The Finance Department questioned what documents should or should not be included in an employee's file. The documents identified in the draft are typically included in a personnel file. There should only be one file on an employee.

Commissioner Madigan stated the question is more about the wording of the policy.

Deputy Bachner advised the employee payroll and benefit files are kept in the Finance Office as they need to have access to those files. It seems the opening paragraph can accommodate that and they wanted to be sure of it. That is where the files need to be.

Carl advised that is not a problem.

Discussion and Vote: Equal Employment Opportunity Policy

Carl Gonzalez advised he took the existing policy and updated it based upon current law. Employment is based upon merit as opposed to any other criteria. He didn't get comments on this either way. These policies have been reviewed by the city attorney.

Discussion and Vote: Approve Salary for Human Resources Administrator

Mayor Johnson advised the human resource administrator position is still vacant. They will be proposing setting the salary for this position for up to \$75,000 per year.

Set Public Hearing: Amend 2013 Capital Budget – Waterfront Park

Mayor Johnson advised this is to reflect the matching grant from New York State in the amount of \$325,000.00. The budget line was budgeted at \$800,000; the line will be decreased to \$650,000.00.

Announcement: Brown Bag Lunch

No comment.

** Answer to Consent Agenda question: Deputy Bachner stated they have a federal aid grant for internet crimes against children. We received \$712.60 reimbursement under that grant for overtime. The \$302,000 is the expense line that was increased in conjunction with the \$712.60. That was the Police Department payroll line.

Mayor Johnson confirmed the only increase is the \$712.60.

Deputy Bachner stated that is correct.

ACCOUNT'S DEPARTMENT

Award of Bid: Chemicals to Various Vendors

No comment.

Discussion and Vote: SEDC Resolution

Commissioner Franck provided a hard copy of the resolution to the Council. He is working on this resolution with Supervisor Yepsen to bring to the County. It is asking the County to revisit its current strategy regarding SEDC and not to take away the funding. SEDC has been important to Saratoga Springs and the County. He believes the Council has always been supportive of SEDC. If the County goes forward with their own economic development company within the Board of Supervisors; then he will come back to suggest we work directly with SEDC as a City. He is also concerned the chamber of commerce may be next on this list.

Announcement: Grievance Day Update

No comments.

FINANCE DEPARTMENT

Discussion and Vote: Budget Transfers - Payroll

No comments.

Discussion and Vote: Budget Transfers – Benefits

No comments.

Commissioner Madigan advised she may be adding one item regarding Saratoga Springs Housing Authority compensation.

PUBLIC WORKS DEPARTMENT

Discussion and Vote: Authorization for the Mayor to Sign a Change Order with Jersen Construction Group – Time Extension

Tim Wales, city engineer, advised this is a time extension for the water treatment plant filter project. They will be put the project on hold for the summer as they do not want to take a chance of a filter being down. They anticipate this being completed by the end of the year.

Discussion and Vote: Authorization for the Mayor to Sign a Change Order with Jersen Construction Group – Water Treatment Plant

Tim Wales advised they encountered some asbestos materials during the first filter. This is the change order is the number they came up to compensate them for the remediation.

Discussion and Vote: Authorization for Mayor to Sign an Agreement Addendum with Barton & Loguidice, P.C. for the DPW Highway Garage and Compost Facility Corrective Action Program

Tim Wales advised this is part of the program to address the DEC consent order. Extra work had to be done for a total amount of \$5,800.00.

Discussion and Vote: Authorization for the Mayor to Sign an Agreement with Barton & Loguidice for the Water Treatment Plant Generator

Time Wales advised Barton & Loguidice will determine the size of the generator required and do the design. They will look at used generators as well to save as much money as possible.

Commissioner Mathiesen asked about the longevity of a new generator versus a used generator.

Tim advised it depends upon how often it is used. They will look at how much warranty is left on a used generator as well.

Discussion and Vote: Sick Bank Request

No comments.

PUBLIC SAFETY DEPARTMENT

Discussion and Vote: Amend Chapter 225 of the City Code Entitled "Vehicle and Traffic"

Commissioner Mathiesen stated paragraph A authorizes the City to tow vehicles that have parking violations. Paragraph C states vehicles will not be released until all parking fines have been paid. The revision is that any vehicle which is registered to an owner who has accumulated \$350 or more in fines on one or more vehicles; those vehicles will not be released until all outstanding fines have been paid.

Discussion and Vote: Authorization for Mayor to Sign Contract with the County for Stop DWI

Commissioner Mathiesen advised this relates to state funds that are distributed to Counties for Stop DWI programs. This helps the City fund Stop DWI programs in the City.

Announcement: DPW Forum on June 20, 2013 at 7:00 p.m. in City Council Room

No comments.

Commissioner Mathiesen added 1 item to his agenda: Discussion: Noise Ordinance.

SUPERVISORS

JOANNE YEPSEN

Supervisor Yepsen advised she was contacted by the Arts Fest. They would like to do a presentation about the upcoming events.

Mayor Johnson stated they can have a few minutes under the presentation portion of the agenda.

Supervisor Yepsen added the following to her agenda: Arts Fest would like to do a presentation regarding their events this weekend; the Peer to Peer Mentoring Program; Roundtable with Mac Holladay; Chamber On-line Petition; and a Thank You to All for the Memorial Day Parade.

MATTHEW VEITCH

Supervisor Veitch advised he will be adding the following to his agenda: Trail Committee Update; Peer to Peer Mentoring Program; and Racing Committee Update.

ADJOURN

Mayor Scott Johnson adjourned the meeting at 9:59 a.m.

Respectfully submitted,

Lisa Ribis
Secretary to City Council

Approved:
Vote:

DRAFT