



March 17, 2014

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

**PRESENT:** Joanne Yepsen, Mayor  
Michele Madigan, Commissioner of Finance  
Christian Mathiesen, Commissioner of DPS

Peter Martin, Supervisor  
Matthew Veitch, supervisor

**STAFF PRESENT:** Joe Ogden, Deputy Mayor  
Lynn Bachner, Deputy Commissioner, Finance  
Sharon Kellner-Chille, Deputy Commissioner, Accounts  
Eileen Finneran, Deputy Commissioner, DPS

Sarah Burger, City Attorney

**EXCUSED:** John P. Franck, Commissioner of Accounts  
Anthony Scirocco, Commissioner of DPW

Tim Cogan, Deputy Commissioner, DPW

**CALL TO ORDER**

Mayor Yepsen called the meeting to order at 9:43 a.m.

**PUBLIC HEARINGS**

Amend Capital Budget for Public Safety Infrastructure Project

Commissioner Mathiesen stated this is to accept the \$46,100 from the bond company into the capital budget.

Community Development Block Grants

Brad Birge of the Planning and Economic Development Department advised this is a required public hearing. The vote on the grants will be taken next time.

**PRESENTATION(S)**

Commander Garcia – Navy Activities in Saratoga Springs

No comments.

Commissioner Mathiesen advised they would like to swear in the police officers during the presentation part of the agenda.

### **CONSENT AGENDA**

1. Approval of 2/18/14 City Council Meeting Minutes
2. Approval of 3/3/14 Pre-Agenda Meeting Minutes
3. Approve Budget Amendments (Increases)
4. Approve Budget Transfers - Regular
5. Approve Payroll 03/07/2014 \$489,274.74
6. Approve Payroll 03/14/2014 \$405,797.86
7. Approve Warrant: 2014 Mid – 14MWMAR1 \$1,142,462.23
8. Approve Warrant: 2014 REG – 14MAR2 \$3,416,541.17

No comments.

### **MAYOR'S DEPARTMENT**

Announcement: Mayor's Desk

No comments.

Announcement: Vietnam Commemoration Committee Update

No comments.

Announcement: Update on Waterfront Park Development Progress

No comments.

Announcement: Update on Capital District Transportation Committee

Mayor Yepsen advised that now since she is the mayor she will be on this committee. She attended her first quarterly meeting and will be reporting on this.

Announcement: City Initiative for Transparency

Mayor Yepsen announced they will be setting up a place in the library for consultant reports in an effort keep things transparent.

Discussion: Saratoga Springs City Center Parking Garage

Mayor Yepsen thought it was time to start discussions on this and get public feedback on this project.

Discussion and Vote: Approval for Mayor to Sign Contract with Pinnacle Resource for Temporary Human Resources Support

Mayor Yepsen advised her deputy has been trying to help out with these issues in the absence of a human resource director. There was only one person who took the test that was given. They would like to have the test given again. Carl Gonzalez, the former temporary human resource director has agreed to come back temporarily.

Commissioner Madigan asked that a cap on the contract be announced at the Council meeting.

Mayor Yepsen added an item to her agenda for Discussion and Vote: Revised Language for Alternates to the Zoning and Planning Boards.

## **ACCOUNTS DEPARTMENT**

### Announcement: Legal Aspects of Records Management Workshop

Nancy Wagner advised We are hosting a state archives workshop entitled The Legal Aspects of Records Management on Wednesday April 16, from 9 AM to noon in City Council Chambers. The workshop is free, totally sponsored by the New York State Education Department. The intended audience is local governments and the public. The workshop will explain the legal requirements of a records management program; Review federal and state laws that greatly impact records management. The goal is the understanding of and compliance with records management laws.

## **FINANCE DEPARTMENT**

### Discussion and Vote: Capital Budget Amendment – Police Department Infrastructure Project

Commissioner Madigan advised that Department of Public Safety's agenda item #2 will need to come before this item.

### Discussion: Revise Zoning Designation – Tourist Related Business District

Commissioner Madigan advised that when she voted that this item had merit to go to the Planning Board for advisory opinion, she did so with the caveat that she would like more information about the rezoning and the affects it has on the other parts of the City. She is bringing this back to further discuss.

### Discussion and Vote: Authorization for the Mayor to Sign CDPHP Health Insurance Contract

Commissioner Madigan advised a signature is still required even though there are no changes to the contract. There are no rate changes.

### Discussion and Vote: Resolution for the Use of the Water System Reserve Funds

Commissioner Madigan advised a capital reserve fund was established in 2012. This is the fee you see on your water bills.

### Discussion and Vote: Resolution for the Use of the Insurance Reserve

Commissioner Madigan this is for the use of insurance money in reserves; like the last time.

### Discussion and Vote: Budget Amendments – Insurance Reserve

No comments.

### Discussion and Vote: Budget Transfers – Payroll

No comments.

### Discussion and Vote: Budget Transfers – Benefits

No comments.

### Discussion: 2013 4<sup>th</sup> Quarter Financial Report

Commissioner Madigan advised that by Charter they are required to give a report within 45 days.

## **PUBLIC WORKS DEPARTMENT**

### Discussion and Vote: City to Sponsor a Reception at the Canfield Casino for the Semi-Conductor Manufacturing Conference

Tim Wales, city engineer advised that Commissioner Scirocco will have to provide details on this tomorrow evening.

### Discussion and Vote: Resolution New York State Grant for the City Sanitary Pump Stations

Tim Wales, city engineer, advised this item and the next both relate to the grant we received. We received a grant for \$30,000 with a match by the City of \$7,500 to do a study and recommend upgrades to the pump stations in the City.

### Discussion and Vote: Resolution – SEQRA Finding Regarding Waste Water Pump Station Project

See above item.

## **PUBLIC SAFETY DEPARTMENT**

### Announcement: 2013 DPS Annual Report

Commissioner Mathiesen advised the Council has been provided a copy of their annual report. A copy will also be put on the City's webpage.

### Discussion and Vote: Amend Capital Budget for Public Safety Infrastructure Project

No comments.

### Discussion and Vote: Authorization for Mayor to Sign Change Order #1 to Hoosick Valley Contractors

Commissioner Mathiesen stated this is the new contractor (second lowest bidder) for the infrastructure project. This relates to asbestos remediation.

### Discussion and Vote: Authorization for Mayor to Sign Change Order #2 to Hoosick Valley Contractors

Commissioner Mathiesen stated additional areas were found that need to be remediated.

### Discussion and Vote: Accept Donation from Cornell Cooperative Extension of Saratoga County

Commissioner Mathiesen stated they have made a donation to the mounted patrol.

## **SUPERVISORS**

### **MATTHEW VEITCH**

1. Update: Public Safety Committee
2. Update: March Board of Supervisors Meeting Report
3. Update: Saratoga County Economic Development Strategic Plan

No comments.

### **PETER MARTIN**

1. Report: Social Programs

2. Report: Buildings and Grounds
3. Report: Meeting with Senator Marchione
4. Report: County Board of Supervisors' Meeting

No comments.

Mayor Yepsen advised the Memorial Day Parade will be held on Thursday, May 22, 2014 .

**ADJOURN**

Mayor Yepsen adjourned the meeting at 10:14 a.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved:

DRAFT