



April 14, 2014

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

PRESENT:

Joanne Yepsen, Mayor
Michele Madigan, Commissioner of Finance
Anthony Scirocco, Commissioner of DPW
Christian Mathiesen, Commissioner of DPS

Peter Martin, Supervisor
Matthew Veitch, supervisor

STAFF PRESENT:

Joe Ogden, Deputy Mayor
Lynn Bachner, Deputy Commissioner, Finance
Eileen Finneran, Deputy Commissioner, DPS

Sarah Burger, City Attorney

EXCUSED:

John P. Franck, Commissioner of Accounts
Sharon Kellner-Byrnes, Deputy Commissioner, Accounts
Tim Cogan, Deputy Commissioner, DPW

CALL TO ORDER

Mayor Yepsen called the meeting to order at 9:37 a.m.

CONSENT AGENDA

1. Approval of 3/18/14 City Council Meeting Minutes
2. Approval of 3/31/14 City Council Pre-Agenda Meeting Minutes
3. Approval of 4/1/14 City council Meeting Minutes
4. Approve Resolution for the Use of the Insurance Reserve
5. Approve Budget Amendments – Insurance Reserve
6. Approve Budget Amendments (Increases)
7. Approve Budget Transfers - Regular
8. Approve Payroll 04/04/14 \$412,505.00
9. Approve Payroll 04/11/14 \$413,487.48
10. Approve Warrant: 2014 Mid – 14MWAPR1 \$618,941.07
11. Approve Warrant: 2014 REG – 14APR2 \$575,278.95

Commissioner Madigan advised per her discussions with Council members and since it is becoming more common to have the insurance reserve resolution and budget amendment on the agenda, these will now be part of the Consent Agenda.

MAYOR'S DEPARTMENT

Discussion and Vote: 2014 CDBG Annual Action Plan

Mayor Yepsen stated they will be asking the Council to adopt the use of funds as proposed by the CDBG Committee.

Discussion and Vote: Accept Donation for the Visitor's Center

Mayor Yepsen advised a resident is donating the ballet slipper that is in front of the Visitor Center to the City. It is valued at \$5,000.

Discussion and Vote: Approval for the Mayor to Sign a Letter of Invitation to Chester England as Sister City to Saratoga Springs

Mayor Yepsen stated Chester, England is a city of approximately 110,000 people. She will be asking the Council for approval to send the letter inviting them to be our sister city.

Discussion: Final Report on 2014 Code Blue and Implementation of a Finance Committee

Mayor Yepsen advised the first year was a success. They will have someone from the committee come in to present the stats.

Discussion and Vote: Salary Increase for Administrative Director of Recreation

Mayor Yepsen advised the salary of this position was decreased several years ago when all the lay-offs were incurring. The Recreation Chair, Derrick Legall will be here tomorrow evening to tell us more.

Commissioner Madigan advised the motion needs to include the title, new base salary, and effective date.

Discussion and Vote: Authorize the Mayor to Sign Agreement with Saratoga Casino and Raceway for Utilization of Soccer Fields

No comments.

Discussion and Vote: Accept Donations for the Recreation Department

John Hirliman advised they received \$6,775 in donations for the basketball program that they would like to be able to accept.

Commissioner Madigan advised they need a budget amendment if they plan to use these funds this year.

Discussion and Vote: 2014 Camp Saradac Trip and Program Approvals

No comments.

Discussion and Vote: Approval of the 2014 Camp Safety Plan

John Hirliman advised this went through the Recreation Commission and Safety Committee for approval.

Discussion and Vote: Authorize the Mayor to Sign the 2014 State of New York Department of Health Renewal Application for a Permit to Operate Camp Saradac

No comments.

Discussion and Vote: NYS Office of Children and Family Services Funding Application 2014

John Hirliman advised this is to let the state know of the program and they will evaluate us at the end of the year.

Commissioner Madigan advised she sent a memo to the mayor March 28th regarding the Raceway expansion. She was wondering if there was an update.

Mayor Yepsen advised she spoke with the Gaming Commission a couple of times and will have Kate Maynard do a presentation when she returns from vacation. A detailed memo will be distributed today to all the commissioners. The Gaming Commissioner has assured her the clock has not started ticking yet.

ACCOUNTS DEPARTMENT

Commissioner Madigan reported on the Accounts Department agenda in Commissioner Franck's absence.

Announcement: Grievance Class – May 8, 2014

No comments.

Award of Bid: Water and Sewer Pipe, Fittings, Hydrants and Valves to The Vellano Corporation

No comments.

Discussion and Vote: Purchasing Policy and Procedure Manual

No comments.

Discussion and Vote: Approval of Salary Increase for Director of Risk and Safety

Commissioner Madigan advised the motion for this must include the title, base salary, and effective date.

FINANCE DEPARTMENT

Discussion: 2013 Preliminary Year-End Financial Report

Commissioner Madigan advised this serves as the fourth quarter financial report and annual update document for the state.

Set Public Hearing: Local Law No. 2 of 2014 – A Local Law to Amend Section 4.1.3 of the City Charter Entitled Tax Penalties

Commissioner Madigan explained this is an administrative matter regarding tax penalties on water and sewer levies. The purpose of the local law is to delete the last sentence of section 4.1.3 pertaining to the 16% cap.

Discussion and Vote: Budget Transfers – Payroll

No comments.

Discussion and Vote: Budget Transfers – Benefits

No comments.

Discussion and Vote: Budget Transfers – Contingency

Commissioner Madigan advised this is to transfer \$8,913.54 to the general fund expense line for discount on taxes.

Commissioner Madigan advised she will be adding one item to her agenda: Resolution for the Saratoga Springs Horse Show.

PUBLIC WORKS DEPARTMENT

Set Public Hearing: Amend Capital Budget to Reflect Revenue for the Jefferson Street Sanitary Sewer

No comments.

Set Public Hearing: Amend Capital Budget to Reflect Revenue for the Wastewater Pump Station Project

No comments.

Discussion and Vote: Authorization for the Mayor to Sign a Contract with Digital Surveillance Solutions – DPW Garage

Commissioner Scirocco stated this is for cameras at the DPW garage.

Marilyn Rivers advised this was a Safety Committee project. The feed will end in the Police Department server room.

Discussion and Vote: Authorization for the Mayor to Sign Agreement with Greenridge Cemetery

Commissioner Scirocco explained this is an annual agreement for maintenance.

Discussion and Vote: Authorization for the Mayor to Sign Contract with Digital Surveillance Solutions – Woodlawn Parking Garage

Marilyn Rivers advised the project is for \$45,239 and will tie into the Caroline Street camera system and then tie back in to the police station. Risk and Safety is assisting with project management.

Discussion and Vote: Authorization for the Mayor to Sign Contract with Digital Surveillance Solutions – Congress Park

Commissioner Scirocco stated the equipment in the park doesn't always work. They decided to get all the equipment with DSS.

Marilyn Rivers stated DSS is on state contract. All the cameras will be the same type and the software will be the same.

Discussion and Vote: Authorization for the Mayor to Sign Contract with Precision Industrial Maintenance, Inc.

Commissioner Scirocco explained that the flow meter broke and mercury spilled on concrete floor at Bog Meadow. Precision Industrial is the abatement company that is being brought in to clean it up. The cost is approximately \$10,000. None of the mercury spilled into the well.

PUBLIC SAFETY DEPARTMENT

Set Public Hearing: Amend Capital Budget for Police Department Infrastructure

No comments.

Announcement: Planned Changes to Traffic Signals Along Broadway Corridor

Commissioner Mathiesen stated they will be reviewing changes that will be made based upon the traffic study done.

Discussion and Vote: Authorization for Mayor to Sign Change Orders 3 & 4

Commissioner Mathiesen stated these change orders relate to the asbestos remediation.

Discussion and Vote: Authorization for Mayor to Sign Change Order 5

Commissioner Mathiesen advised the removal of the asbestos in this change order doesn't relate to the project but they are not able to progress without removing it.

Commissioner Mathiesen advised he is adding 2 items to his agenda: Discussion: Burglaries on Eastern Ridge, and Discussion and Vote: Sale of Collamer Lot Resolution.

SUPERVISORS

Matthew Veitch

1. Public Safety Committee
2. STOP DWI Program
3. Senior Citizen Center
4. Economic Development LDC
5. City Center 30th Anniversary
6. County Budget Report

Peter Martin

1. Building and Grounds Committee
2. County Economic Development
3. Trails Committee
4. County Board Meeting

ADJOURN

Mayor Yepsen adjourned the meeting at 10:16 a.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved:
Vote: