



October 5, 2015

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

PRESENT: Joanne Yepsen, Mayor
Michele Madigan, Commissioner of Finance
John Franck, Commissioner of Accounts
Anthony Scirocco, Commissioner of DPW
Christian Mathiesen, Commissioner of DPS

STAFF PRESENT: Joe Ogden, Deputy Mayor
Lynn Bachner, Deputy Commissioner, Finance
Maire Masterson, Deputy Commissioner, Accounts
Eileen Finneran, Deputy Commissioner, DPS

Vince DeLeonardis, City Attorney

Peter Martin, Supervisor

EXCUSED: Tim Cogan, Deputy Commissioner, DPW
Matthew Vetch, Supervisor

CALL TO ORDER

Mayor Yepsen called the meeting to order at 9:34 a.m.

PRESENTATION

2016 Budget – City of Saratoga Springs

Commissioner Madigan advised she will be presenting the budget message and doing a PowerPoint presentation. Material regarding the 2016 budget will be available at that time.

Public Works Projects & Initiatives

No comments.

EXECUTIVE SESSION

Mayor Yepsen advised there are 2 items to be discussed during the executive session today; and article 7 and proposed litigation regarding occupancy tax for on-line reservations.

CONSENT AGENDA

1. Approval of 9/14/15 Pre-Agenda Meeting Minutes
2. Approval of 9/15/15 City Council Meeting Minutes

3. Approve Budget Amendments (Decreases)
4. Approve Budget Amendments (Increases)
5. Approve Budget Transfers – Regular
6. Approve Payroll 09/18/15 \$465,730.24
7. Approve Payroll 09/25/15 \$464,583.56
8. Approve Payroll 10/02/15 \$449,924.81
9. Approve Warrant: 2015 Mid – 15MWSEP3 \$107,314.84
10. Approve Warrant: 2015 Mid – 15MWSEP4 \$129.00
11. Approve Warrant: 2015 Mid – 15MWSEP5 \$3,165,739.14
12. Approve Warrant: 2015 REG – 15OCT1 \$691,229.28

Commissioner Madigan advised the amount of item #11 is high due to the 3rd quarter tax payment to Saratoga County and the 3rd quarter sewer payment to Saratoga County.

MAYOR'S DEPARTMENT

Discussion and Vote: Approval of Application for Economic Development Revolving Loan Program from AgroChem, Inc. and Marcora, LLC

Mayor Yepsen advised this is a loan program for \$75,000 at 2.25% for 10 years. This company specializes in dairy industry products.

Discussion and Vote: Authorization for Mayor to Sign Agreement with R & J Kerr, Inc. for Geyser Road Safe Routes to School Construction

Mayor Yepsen advised this project will increase safety and access to the area in front of the elementary school. They hope to start construction next week.

Kate Maynard of the Planning Department advised this is a 100% reimbursable grant.

Discussion and Vote: Approve Saratoga Springs Recreation Department License Agreements

John Hirliman of the Recreation Department advised the license agreements are for the ice rinks, the fields, the recreation center, and birthday parties. These are the templates that will be used and they will obtain the insurance. Risk and Safety worked with them on these templates to update the policies, rules, and insurance language.

Discussion and Vote: Skate Fit Program

John Hirliman advised this program will run during the off hours in the mornings for adults. They will work out on the ice with one of their instructors.

Announcement: Recreation Programs

No comments.

Discussion: High Rock Lot RFP: Responses and Technical Review

Mayor Yepsen advised she would like to have an open discussion on the next steps. There were 2 RFPs received.

Announcement: Change of Date for 11/3 City Council Meeting to 11/2/15

No comments.

Mayor Yepsen added an item to her agenda: Announcement: Unified Development Ordinance Kick-Off on 10/22.

ACCOUNTS DEPARTMENT

Award of Bid: Correction: Pinewood Avenue Sewer Improvements to Jablonski Excavating

No comments.

Award of Bid: East Side field House Asbestos Abatement Project to Neoplanta Restoration, Inc.

No comments

Award of Bid: Geysler Road Safe Routes to School to R & J Kerr, Inc.

No comments.

Announcement: Records Management Grant Award

Nancy Wagner, Records Management Co-coordinator advised October is Archives Month in New York. Last April the Council approved to submit an application for a records management improvement grant to improve and enhance the records and services in the City historian archives. We have been awarded the full amount of \$24,826. We are requesting the City Council to approve the acceptance of this grant and for the mayor to sign all related documents. The project will include hiring a trained archivist to perform some preservation and conservation activities as recommended in the 2008 professional needs assessment survey. We will purchase a computer and software to be used by researchers, and overhead scanner so we can safely digitize older records in-house, and microfilm assessment and tax records, police blotters, city budgets, oaths of office and other miscellaneous government documents.

Commissioner Franck confirmed this is a non-matching grant.

Nancy advised that was correct.

Award of Bid: Sale of Used Vehicles to Various Buyers

No comments.

Commissioner Franck advised that depending upon the outcome of the executive session regarding the Article 7 case, he may be adding an item for discussion and vote relating to that.

FINANCE DEPARTMENT

Announcement: 2016 Budget Workshops

Commissioner Madigan advised she will be announcing the dates and times for each budget workshop. There will be public comment before each workshop.

Discussion and Vote: Standard Workday Resolution

No comments.

Discussion and Vote: Budget Transfers – Payroll

No comments.

Discussion and Vote: Budget Transfers – Benefits

No comments.

Discussion and Vote: Budget Amendments – Benefits

No comments.

Discussion and Vote: Budget Amendment – Interfund Transfer

No comments.

PUBLIC WORKS DEPARTMENT

Discussion and Vote: Authorization for the Mayor to Sign Agreement Addendum Two with Wehran Energy Corp. – Weibel Avenue Landfill Gas Project

Commissioner Scirocco advised this is for additional work done for gas flare system.

Tim Wales, city engineer, advised additional work was needed to get the project closed out.

Discussion and Vote: Authorization for the Mayor to Sign the Agreement with Neoplanta Restoration, Inc.

John Hirliman of the Recreation Department advised there is asbestos still remaining in the basement of the field house. Once this is cleaned out they can get a certificate of occupancy and possibly renovate the building.

Discussion and Vote: Authorization to Pay Invoice – Reed Tech Services

Commissioner Scirocco stated this invoice is for repair of the zamboni. The repair exceeded the \$1,499 purchasing requirement.

PUBLIC SAFETY DEPARTMENT

Discussion and Vote: Authorization to Set Salary Range for Part Time Police Cleaner

Commissioner Mathiesen advised this person works 28 hours per week to maintain the Police Department.

Discussion: Proposed Noise Ordinance Amendment

No comments.

SUPERVISORS

MATTHEW VEITCH

1. NYSAC Conference
2. Home Rule Legislation
3. Open Space & Trails Funding
4. Long Range Capital Committee
5. Citizen's Preparedness Training Corps
6. Saratoga Emergency Action Workgroup Training

Supervisor Martin advised Supervisor Veitch is adding one item: Spruce Mt. Trail

PETER MARTIN

1. Trails Committee
2. NY State Citizens Preparedness Corps
3. Equalization and Assessment
4. Vietnam Veterans

EXECUTIVE SESSION

Mayor Yepsen moved and Commissioner Franck seconded to adjourn to executive session for the purposes of an Article 7 and proposed litigation regarding occupancy tax for on-line reservations at 9:43 a.m.

Ayes – All

Council returned at 10:02 a.m.

Mayor Yepsen reported there will be 2 items added to the agenda for tomorrow evening as a result of the executive session.

ADJOURN

Mayor Yepsen adjourned the meeting at 10:03 a.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved:
Vote: