

**CITY OF RENSSELAER
COMMON COUNCIL MEETING
WEDNESDAY EVENING
REGULAR MEETING
JANUARY 17, 2018**

THE COUNCIL CONVENEED AT 7:00 P.M. AND WAS CALLED TO ORDER BY PRESIDENT MOONEY.

THE ROLL BEING CALLED, THE FOLLOWING ANSWERED TO THEIR NAMES:

PRESIDENT MOONEY

ALDERPERSON: VAN VORST
GARDNER
DEFRANCESCO

ALDERPERSON: CASEY
VAN DYKE

ABSENT:

CITY OFFICIALS IN ATTENDANCE: DPW COMMISSIONER DOMINICK TAGLIENTO

ALDERPERSON GARDNER MOVED THAT THE MINUTES BE ADOPTED AS PRINTED, SUBJECT TO CORRECTIONS, SECONDED BY ALDERPERSON DEFRANCESCO. PRESIDENT MOONEY DECLARED THIS MOTION DULY ADOPTED.

COMMUNICATIONS: NONE

COMMUNICATIONS FROM DEPARTMENT HEADS: NONE

CITY CLERK HARDT REPORTS THAT THE MAYOR HAS APPROVED ALL RESOLUTIONS PASSED AT THE LAST COUNCIL MEETING.

PRESENTATION OF ACCOUNTS:

ALDERPERSON GARDNER MADE A MOTION TO WAIVE THE READING OF THE BILLS AND PAYROLL, SECONDED BY ALDERPERSON CASEY.

VOTES TO WAIVE THE READING OF BILLS

AYES: VAN VORST, GARDNER, DEFRANCESCO, CASEY, VAN DYKE AND MOONEY,

NOES:

PRESIDENT MOONEY DECLARED THIS MOTION DULY ADOPTED

ALDERPERSON GARDNER MADE A MOTION TO ACCEPT THE BILLS AND PAYROLL AS PRINTED SUBJECT TO CORRECTION, SECONDED BY ALDERPERSON DEFRANCESCO.

VOTES TO ACCEPT THE BILLS AND PAYROLL:

AYES: VAN VORST, GARDNER, DEFRANCESCO, CASEY, VAN DYKE AND MOONEY

NOES:

PRESIDENT MOONEY DECLARED THIS MOTION DULY ADOPTED

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COMMITTEE & WARD REPORTS:

WARD 1: ALDERPERSON VAN VORST WISHES TO COMMEND THE DEPARTMENT OF PUBLIC WORKS FOR THEIR EFFORTS WITH SNOW REMOVAL DURING THESE PAST WEEKS.

WARD 2: ALDERPERSON GARDNER WISHES TO COMMEND THE DEPARTMENT OF PUBLIC WORKS FOR THEIR EFFORTS WITH SNOW REMOVAL SAYING OUR STREETS ARE GREAT.

WARD 3:

WARD 4:

PRESIDENT MOONEY: MADE A MOTION TO NOMINATE MR. ERIC ENDRES TO FILL THE ALDERPERSON VACANCY IN THE 5TH WARD. ALDERPERSON CASEY MADE A MOTION TO SECOND THE NOMINATION. THERE WERE NO OTHER NOMINATIONS.

**VOTES TO NAME MR. ERIC ENDRES ALDERPERSON OF THE FIFTH WARD:
AYES: VAN VORST, GARDNER, DEFRANCESCO, CASEY, VAN DYKE AND MOONEY
NOES:**

PRESIDENT MOONEY: MADE A MOTION TO NAME ALDERPERSON JAMES CASEY AS PRESIDENT PRO TEMPORE AND ALDERPERSON DEFRANCESCO SECONDED THE MOTION. THERE WE NO OTHER NOMINATIONS

VOTES TO NAME ALDERPERSON JAMES CASEY THE PRESIDENT PRO TEMPORE OF THE COMMON COUNCIL:

**AYES: VAN VORST, GARDNER, DEFRANCESCO, CASEY, VAN DYKE AND MOONEY
NOES:**

ALDERPERSON DEFRANCESCO MADE A MOTION TO NAME ALDERPERSON VAN DYKE MAJORITY LEADER THE MOTION WAS SECONDED BY ALDERPERSON CASEY. THERE WERE NO OTHER NOMINATIONS.

VOTES TO NAME MS. MARGARET VAN DYKE THE MAJORITY LEADER OF THE COMMON COUNCIL OF THE CITY OF RENSSELAER:

**AYES: VAN VORST, GARDNER, DEFRANCESCO, CASEY, VAN DYKE AND MOONEY
NOES:**

PRESIDENT MOONEY APPOINTED ALDERPERSON VAN VORST AND HIMSELF TO THE BOARD OF PUBLIC SAFETY.

PRESIDENT MOONEY ALSO APPOINTED ALDERPERSON DEFRANCESCO AND HIMSELF TO THE INDUSTRIAL DEVELOPMENT AGENCY "I.D.A."

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BIDS: NONE

CLAIMS: NONE

PETITIONS: NONE

A MOTION WAS MADE BY ALDERPERSON VAN VORST TO ADJOURN AT 7:09 P. M. AND SECONDED BY ALDERPERSON GARDNER.

VOTES TO ADJOURN:

AYES: VAN VORST, GARDNER, DEFRANCESCO, CASEY, ENDRES, VAN DYKE AND MOONEY.

NOES: NONE

PRESIDENT MOONEY DECLARED THIS MOTION DULY ADOPTED.

NEXT MEETING: FEBRUARY 7, 2018



NANCY E. HARDT
City Clerk

CITY OF RENSSELAER

OFFICE OF
THE CITY CLERK

CITY HALL
62 WASHINGTON STREET
RENSSELAER, NEW YORK 12144

(518) 462-4266
Fax: (518) 462-0890

AGENDA FOR THE COMMON COUNCIL MEETING JANUARY 17, 2018

- 1. A RESOLUTION AUTHORIZING TRANSFER OF FUNDS**
- 2. A RESOLUTION AUTHORIZING BUDGET TRANSFER**
- 3. A RESOLUTION AUTHORIZING DEPUTY COMPTROLLER ACCESS TO KEY BANK ACCOUNTS**
- 4. A RESOLUTION AUTHORIZING INCREASE IN SALARY**
- 5. RESOLUTION CREATING LOCAL LAW #1 OF 2018**

By Alderperson : Gardner
 Seconded by Alderperson : Council As A Whole

A RESOLUTION AUTHORIZING TRANSFER OF FUNDS

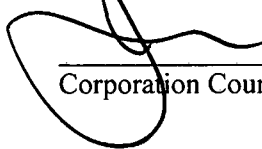
WHEREAS, the City of Rensselaer is desirous of transferring funds to pay Jefferson Solutions, Inc. for services rendered in conducting City of Rensselaer audit and,

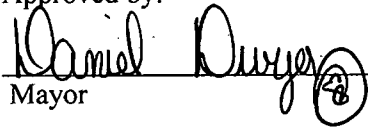
WHEREAS, the Executive Review Request is attached,

NOW, THEREFORE BE IT RESOLVED, that the following budget Transfer be authorized.

FROM: A.1430.7100 Human Resource Office \$5,950.00
TO: A.1430.7440 Contract Service \$5,950.00

Approved as to form and sufficiency
 This 17th day of January, 2018


 Corporation Counsel

Approved by:

 Mayor

Endres

JAMES VAN VORST
 DAVE GARDNER
 JOHN DEFRANCESCO
 JAMES CASEY
~~RICHARD MOONEY~~
 MARGARET VAN DYKE
 [Redacted]
 Mooney

| | AYES | NOES |
|---------------------------|------|------|
| JAMES VAN VORST | ✓ | |
| DAVE GARDNER | ✓ | |
| JOHN DEFRANCESCO | ✓ | |
| JAMES CASEY | ✓ | |
| RICHARD MOONEY | ✓ | |
| MARGARET VAN DYKE | ✓ | |
| [Redacted] | | |
| Mooney | ✓ | |
| Total | 7 | 0 |

EXECUTIVE REVIEW OF REQUEST OF FISCAL ACTION

Analysis of the request: The Comptroller requests transfer of funds to pay Jefferson Solutions, Inc. for their completion of the GASB 75 valuation report.

Justification: The GASB 75 audit report is required by the NYS Comptroller. The invoice is attached.

| | Fund/Dept./line | Requested Amount |
|-------------|-----------------------------|------------------|
| From | A.1430.7100 HR Officer | -\$5,950.00 |
| To | A.1430.7440 Contracted Svs. | +\$5,950.00 |

Budget Action:

The request has been budgeted but needs more: _____

The request is a new request -not budgeted: x

Approve: x

Disapprove: _____

Comptroller Action:

Approve: _____

Disapprove: _____

Approve with conditions: _____

Fund and line numbers are accurate and appropriate: _____

Mayor Action:

Approve: X

Disapprove: _____

Sponsor: Rich Mooney, President of the Common Council

Jan 11 2018 04:15 Rensselaer 15184629895

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JS

www.gasb45.com

INVOICE G75-171226-86
Jefferson Solutions, Inc.
14 Brittany Oaks
Clifton Park, New York 12065

December 26, 2017

Ms. Jo-Ann Johnson
City of Rensselaer

Dear Jo-Ann:

Thank you for using Jefferson Solutions for your GASB 75 valuation. Below is a summary of the charges for the service.

I have also attached form W-9.

| | |
|--------------------------|---------|
| GASB 75 Valuation Report | \$5,950 |
|--------------------------|---------|

| | |
|------------|---------|
| Amount Due | \$5,950 |
|------------|---------|

Please remit to: Jefferson Solutions, Inc., 14 Brittany Oaks, Clifton Park NY 12065
Balance Due Upon Receipt

By Alderperson : Gardner
 Seconded by Alderperson : Council AS A whole

A RESOLUTION AUTHORIZING DEPUTY COMPTROLLER ACCESS TO KEY BANK ACCOUNTS

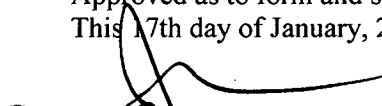
WHEREAS, the City of Rensselaer is desirous of allowing the Deputy Comptroller to access the City of Rensselaer bank accounts in the "KEYNAVIGATOR" and

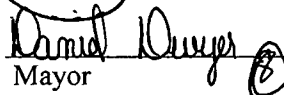
WHEREAS, access to said accounts will greatly facilitate the Deputy Comptroller in their job duties and requirements, and

WHEREAS, Deputy Comptroller letter is attached hereto,

NOW THEREFORE BE IT RESOLVED, that the Deputy Comptroller be given access to the City of Rensselaer's bank accounts through KEYNAVIGATOR.

Approved as to form and sufficiency
 This 17th day of January, 2018


 Corporation Counsel

Approved by:

 Mayor

Endres
 JAMES VAN VORST
 DAVE GARDNER
 JOHN DEFRANCESCO
 JAMES CASEY
~~XXXXXXXXXXXX~~
 MARGARET VAN DYKE
~~XXXXXXXXXXXX~~
 Mooney

| | AYES | NOES |
|-------------------------|------|------|
| JAMES VAN VORST | ✓ | |
| DAVE GARDNER | ✓ | |
| JOHN DEFRANCESCO | ✓ | |
| JAMES CASEY | ✓ | |
| XXXXXXXXXXXX | ✓ | |
| MARGARET VAN DYKE | ✓ | |
| XXXXXXXXXXXX | | |
| Mooney | ✓ | |
| | | |
| | | |
| Total | | |



JO-ANN JOHNSON
Comptroller

CITY OF RENSSELAER

OFFICE OF
CITY COMPTROLLER

CITY HALL
62 WASHINGTON STREET
RENSSELAER, NEW YORK 12144
(518) 694-7937 • FAX (518) 694-3369

DANIEL J. DWYER
Mayor

January 5, 2018

Common Council
City of Rensselaer
62 Washington St.
Rensselaer, NY 12144


Subject: Access to the City of Rensselaer's Bank Accounts in KeyNavigator

Dear Common Council:

The City of Rensselaer's bank accounts are exclusively accessed electronically using KeyNavigator. KeyNavigator is a comprehensive online tool that allows the City to manage their governmental banking services by housing accounts and activities in one place. Paper copies of the City's bank statements are no longer provided; therefore it is essential that I be provided with access to the City's bank accounts via KeyNavigator. Without access to the City's bank account information and statements, I will not be able to perform many of the current job requirements of Deputy Comptroller. Most importantly, I will not be able to:

- Perform bank reconciliations. Without access to bank statements, it is impossible to reconcile the 35 bank accounts that the City is responsible for managing.
- Process invoices for capital projects, banner program, loans, CDBG and Home programs which are all designed to receive advanced payments prior to paying invoices. I cannot encumber funds prior to being able to verify that they're available to commit.
- Granting agencies often require proof that the prior funds were used as specified to pay vendors. Without access to the bank account information, I am unable to provide proof of payments, as required.
- With the recent implementation of New World, we are continuously searching for more efficient ways to operate. Allowing KeyBank and New World to communicate our banking information using KeyNavigator will aid in achieving that goal. Access the City's accounts in KeyNavigator will allow me to upload the required information from KeyBank to New World.

Thank you for your consideration of my request. If you have any questions, or require additional information, please contact me at (518) 694-7937


Steven Terry
Deputy Comptroller

By Alderperson :

Van Dyke

Seconded by Alderperson :

Council AS A Whole

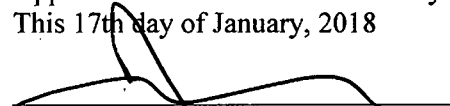
A RESOLUTION AUTHORIZING INCREASE IN SALARY

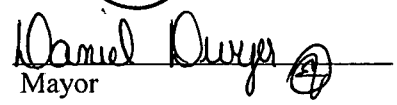
WHEREAS, the City Clerk has requested an increase in salary for Ms. Nancy Consolo to an hourly rate of \$11.50 from the current \$10.00 per hour and

WHEREAS, the City Clerk's memo is attached outlining the justification for said Increase

NOW THEREFORE BE IT RESOLVED, that Ms. Consolo's hourly wage rate be increased to \$11.50 effective immediately.

Approved as to form and sufficiency
This 17th day of January, 2018


Corporation Counsel

Approved by:

Mayor

- JAMES VAN VORST
- DAVE GARDNER
- JOHN DEFRANCESCO
- JAMES CASEY
- ~~RICHARD MOONEY~~
- MARGARET VAN DYKE

End

MOONEY

| | AYES | NOES |
|---------------------------|------|------|
| JAMES VAN VORST | ✓ | |
| DAVE GARDNER | ✓ | |
| JOHN DEFRANCESCO | ✓ | |
| JAMES CASEY | ✓ | |
| RICHARD MOONEY | ✓ | |
| MARGARET VAN DYKE | ✓ | |
| | ✓ | |
| | | |
| | | |
| Total | 7 | 0 |

nancy.hardt

From: steven.terry
Sent: Thursday, January 11, 2018 9:51 AM
To: nancy.hardt; joann.johnson
Subject: RE: Budget

The math looks good to me.

Steven Terry
Deputy Comptroller

City of Rensselaer
62 Washington Street
Rensselaer, NY 12144
Phone: (518) 694-7937 / Fax: (518) 694-3369

From: nancy.hardt
Sent: Thursday, January 11, 2018 9:37 AM
To: steven.terry; joann.johnson
Subject: FW: Budget

Good morning.

I would like to raise Nancy Consolo's hourly rate from \$10.00 per hour to 11.50 per hour. The rate has been stagnant since 2011 and the State's hourly minimum wage was raised to \$10.40 as of January 1, 2018. Looking at my budget, I have calculated that at 11.50 per hour the part timer's budget line as of today will have enough funds to pay her for 341.86 hours which translates to 48.80 7 hour days. I believe that there is plenty of money left in that budget line to support the hourly wage for the remainder of this budget year. Peggy Van Dyke will be the sponsor of this resolution.

Will you please review my request and advise if you agree with my calculations?

Thank you.

Nancy E. Hardt
Rensselaer City Clerk
62 Washington St.
City of Rensselaer, NY 12144
Phone (518) 462-4266
Fax (518) 462-0890

By Alderperson : Council as a Whole

Seconded by Alderperson : _____

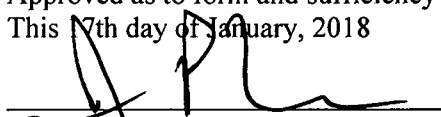
RESOLUTION CREATING LOCAL LAW #1 OF 2018

WHEREAS, the City of Rensselaer conducted a Public Hearing to discuss Local Law 1 of 2018 on January 3, 2018 which adds provision to the City of Rensselaer Code to address clearing and excavation work, and

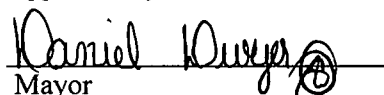
WHEREAS, a copy of said Law is annexed hereto.

NOW THEREFORE BE IT RESOLVED, that Local Law #1 of 2018 be adopted and go into effect immediately.

Approved as to form and sufficiency
 This 7th day of January, 2018


 Corporation Counsel

Approved by:


 Mayor

| | AYES | NOES |
|---------------------------------|------|------|
| JAMES VAN VORST | ✓ | |
| DAVE GARDNER | ✓ | |
| JOHN DEFRANCESCO | ✓ | |
| JAMES CASEY | ✓ | |
| Endres RICHARD MOONEY | ✓ | |
| MARGARET VAN DYKE | ✓ | |
| | | |
| MOONEY | ✓ | |
| | | |
| | | |
| Total | 7 | 0 |

Section 179-25(a)

Clearing and Ground Disturbance Permits

1. No clearing, grubbing, excavation/grading may be done at any property in the City without being first approved by the Building Department. The City Building Inspector will issue a building permit for these activities. The City Engineer shall provide technical assistance to the Building Department for granting of permits.
2. The following provides for submission requirements for the threshold indicated:
 - A. Any of these activities requires the submission of a permit application and a drawing prepared and stamped by a NYS licensed engineer, surveyor, or landscape architect. These drawings will minimally contain a Grading Plan and a Sediment and Erosion Control Plan prepared per NYSDEC "Bluebook" recommendations.
 - B. Any site requiring more than 1 acre of disturbance will require all of those requirements provided for in A above and will also require that a Storm Water Pollution Prevention Plan (SWPPP) be prepared. The SWPPP will be prepared by a qualified person and will be submitted to the City and NYSDEC along with a Notice of Intent. This will provide for project coverage under General SPDES Permit GP-02-01. Disturbances of greater than 1 acre must also be approved the City Planning Commission. This will require the submission of the appropriate SEQRA form and a Site Plan Application.
 - C. Any site requiring disturbance of greater than 5 acres will require all of those requirements provided for in A and B above. However, the project will no longer be covered under GP-02-01 and will require an individual permit from the NYSDEC.
3. The City Engineer will provide technical assistance to the Building Department for permit application review. All comments from the engineer shall be resolved prior to a permit being issued.
4. Upon issuance of a permit, the applicant shall provide a written project schedule and shall attend a preconstruction meeting with the City Engineer, The City's MS-4 coordinator, and the Building and Zoning Administrator.
5. During construction the City Engineer, MS-4 Coordinator, and/or the Building and Zoning Administrator will visit the site to insure compliance with the approved SWPPP and/or Sediment and Erosion Control Plan.
6. Any violations noted during City Inspections will be provided to the permittee. 24 hours will be given to address those deficiencies. If not completed within 24 hours fines may be issued. If not completed within 48 hours the site will be red tagged and all work must stop until those deficiencies are addressed to the satisfaction of the City. Additional fines

may be levied at each 24 hour increment until all issues are addressed. The minimum fine for any violation is \$250.00.

7. Fee Schedule:

Clearing and Ground disturbance Permits - \$200.00

Planning Commission Site Plan Application - \$200.00

Minimum Fine - \$250.00

Totals for 1/17/18 Meeting

| | |
|-----------|--------------------|
| A FUND = | \$ 171,749.18 |
| CL FUND = | \$ 9,892.48 |
| F FUND = | \$ 522,529.36 |
| G FUND = | \$ 293.03 |
| CDBG = | \$ 102,269.00 |
| DWSRF = | \$ 479,932.12 |
| GIGP = | \$ 4,756.05 |
| NYS DOT= | \$ 29,511.95 |
| L FUND = | <u>\$ 2,005.19</u> |
| TOTAL = | \$ 1,322,938.36 |

WATER BILL PULLED FROM 1/3/17 MEETING

AMG 1/17/18
