

**TROY CITY COUNCIL
REGULAR MEETING AGENDA**

July 9, 2020

7:00 P.M.

Pledge of Allegiance
Roll Call
Vacancy List
Approval of Minutes
Presentation of Agenda
Public Forum*

LOCAL LAWS

ORDINANCES

41. Ordinance Adopting The City Of Troy, New York Credit Card Policy (Council President Mantello) (At The Request Of The Administration)

42. Ordinance Transferring Funds Within The 2020 General Fund Budget (Council President Mantello) (At The Request Of The Administration)

RESOLUTIONS

60. Resolution Of The Troy City Council Appointing Patricia Reilly To The Troy Community Landbank (Council Member Zalewski)

63. Resolution Appointing A Commissioner Of Deeds For The City Of Troy (Council President Mantello)

66. Resolution Of Troy City Council Authorizing A Public Hearing For Changing Traffic Direction On Jacob Street Between River And King Streets (Council President Mantello) (At The Request Of The Administration)

67. Resolution Of Troy City Council Authorizing A Public Hearing For Changing Traffic Direction On State Street Between First And Third Streets (Council President Mantello) (At The Request Of The Administration)

* Due to the current COVID-19 crisis, this meeting shall be held remotely via videoconferencing. If you would like a statement added to the record as part of the public forum at the beginning of the meeting, please email your statement to the City Clerk at mara.drogan@troynv.gov at least 1 hour before the start of the meeting.

68. Resolution Of Troy City Council Authorizing A Public Hearing For Changing Traffic Direction On South River Street Between Main And Polk Streets (Council President Mantello) (At The Request Of The Administration)

70. Resolution Recognizing And Celebrating The Capital District Transportation Authority (CDTA) For Providing 50 Years Of Safe And Efficient Public Transportation In The Capital Region (Council President Mantello, Council Member Ashe-McPherson) **Pending Unanimous Consent of Council

**ORDINANCE ADOPTING THE
CITY OF TROY, NEW YORK
CREDIT CARD POLICY**

The City of Troy, convened in City Council, ordains as follows:

Section 1. The Credit Card Policy is herein adopted as set forth in Schedule A entitled:

**City of Troy, New York
Credit Card Policy**

which is attached hereto and made a part hereof.

Section 2. This act will take effect immediately.

Approved as to form _____, 2020

Richard T. Morrissey, Corporation Counsel

Memo In Support

The City Comptroller's Office has developed a credit card policy for use outside of the Police Department which was previously approved by the City Council.

This policy is modeled after the policies and procedures of the Police Department where the implemented internal controls are more than sufficient along with recommendations from the New York State Comptroller's Office on how a municipality should maintain credit cards. The initial users allowed to have a credit card is only six; however based on how implementation works there policy could be amended to allow for additional users. Users can only be added by amending the policy contained herein.

City of Troy, New York

Credit Card Policy

Adopted July 2020

Contents

Section 1	Scope & Objectives
Section 2	Allowable Expenses
Section 3	Approved Purchasers
Section 4	Safekeeping of Credit Cards
Section 5	Tracking of Credit Cards and Activity
Section 6	Requirement of Receipts
Section 7	Reconciliation of Credit Card Statement

Section 1 – Scope & Objectives

This policy is to outline the procedure used in the City of Troy, New York (“the City) for credit cards usage.

The primary objective is to ensure that a procedure is in place with the proper internal controls to eliminate the chance of fraudulent activity.

This policy shall not pertain to the City of Troy Police Department as they maintain a separate credit card policy.

Section 2 – Allowable Expenses

The following items are the only items allowed to be purchased with a credit card:

1. Purchases and services that only accept payment by credit card
2. Urgent purchases for department operations
3. Purchases that allow for significant savings
4. Registration for various training opportunities

There shall be no expenses paid for by these credit cards for outside of the above purposes.

There shall be ***no*** purchases made that would then be personally reimbursed. Any and all purchases shall relate to operations of the City.

Section 3 – Approved Purchasers

There shall be six (6) credit cards maintained for use by the City with the following titles holding the cards:

1. Commissioner of General Services
2. Fire Chief
3. Superintendent of Public Utilities
4. Deputy City Comptroller
5. Deputy City Comptroller or their designee
6. Deputy Mayor

Each credit card shall be in the name of the individual of the card assigned. In no instance shall the card be in the name of the City.

All credit cards shall have their own account established with their own respective limits established by the City Comptroller's Office. It shall be the responsibility of the cardholder to follow any and policies and procedures outlined here in.

Section 4 – Safekeeping of Credit Cards

Each credit card shall be stored in a locked filing cabinet within a locked office. The only individuals whom should have access to the credit card is the designated individual in whom the card's name is in and the one (1) designated administrative employee who is responsible for the tracking of usage and costs.

Section 5 – Tracking of Credit Cards and Activity

There shall be a log maintained by the designated administrative staff employee of each individual cardholder to track the credit card usage.

The log shall include a listing of each transaction. There should be a separate log per month and once the month is completed the log shall be attached to the payment voucher along with the receipts and the credit card statement. The information on the log shall include the vendor, the date of the activity, the employee who used the card, the reason, the amount, the expense account code and any applicable notes.

Section 6 – Requirement of Receipts

All receipts of purchases shall be maintained and submitted on a monthly basis as part of the reconciliation (see Section 7).

Section 7 – Reconciliation of Credit Card Statement

The monthly credit statement shall have a reconciliation of receipts to any and all activity on the credit card prior to submitting the payment voucher to the City Auditor for payment. The City Auditor shall review the receipts to the statement prior to approving the payment and sending to the City Comptroller's

Office. It is expected that all payments shall be made timely and no late fees shall occur. The City Comptroller's Office reserves the right to review expenses on the credit cards at any time to ensure the validity of any and all costs. In the event it is determined the credit card is being used for disallowed reasons the credit card may be terminated from usage.

**ORDINANCE TRANSFERRING FUNDS WITHIN THE 2020 GENERAL FUND
BUDGET**

The City of Troy, convened in City Council, ordains as follows:

Section 1. The City of Troy 2020 budget is herein amended as set forth in Schedule A entitled:

2020 Budget Transfer(s) – General Fund

which is attached hereto and made a part hereof.

Section 2. This act will take effect immediately.

Approved as to form _____, 2020

Richard T. Morrissey, Corporation Counsel

MEMO IN SUPPORT

This budget transfer realigns utility accounts within the Facility Department to allow for funding for the remainder of the 2020 fiscal year.

Schedule A

ORD42

2020 Budget Transfer(s) – General Fund

Department	Account No.	Description	Original Budget*	Change (+ / -)	Revised Budget
Facilities	A.1620.0401.0053.0000	Utilities - Telephone	250,000.00	(35,000.00)	215,000.00
Facilities	A.1620.0401.0054.0000	Utilities - Electric	120,000.00	35,000.00	155,000.00
Net Impact On General Fund				<u>0.00</u>	

* Or as previously amended

**RESOLUTION OF THE TROY CITY COUNCIL APPOINTING
PATRICIA REILLY TO THE TROY COMMUNITY LANDBANK**

WHEREAS, pursuant to the New York State Not-For-Profit Law Article 16, the Troy Community Landbank was established to assist in community revitalization efforts; and

WHEREAS, the Troy Community Landbank Board of Directors consists of eleven members, four (4) of whom are appointed by the Mayor; four (4) of whom are appointed by majority vote of all the members of City Council; two (2) of whom are appointed from the School Districts in the City of Troy, one representative from each; and one (1) of whom is appointed by majority vote of the other members.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Troy hereby appoints Patricia Reilly, residing at 156 Gillette Ave, Troy, New York, as the replacement for Bruce Dee on the Troy Community Landbank Board of Directors; and

BE IT FURTHER RESOLVED, that such appointment shall be for a term expiring on March 3, 2021.

Approved as to form _____, 2020

Richard T. Morrissey, Corporation Counsel

**RESOLUTION APPOINTING A COMMISSIONER OF DEEDS
FOR THE CITY OF TROY**

BE IT RESOLVED, that the City Council hereby appoints the following person, as identified in the attached application hereto and made a part hereof, Commissioner of Deeds for the City of Troy for a two-year term from June 19, 2020 to June 18, 2022.

Julia Alsarraf
1904 Burdett Avenue
Troy, New York 12180

Approved as to form _____, 2020

Richard T. Morrissey, Corporation Counsel



COMMISSIONER OF DEEDS
Application for Appointment

To the City Clerk of the City of Troy, New York:

I, Julia Alsarraf (print full name), being duly sworn, hereby make application for appointment to the office of Commissioner of Deeds in and for the City of Troy.

I hereby swear that:

1. I am a citizen of the United States, and
2. I am at least 18 years of age and
3. Check one:

A. I maintain my fixed and permanent residence at (print address):
1904 Burdett Avenue, Troy, New York.

B. I maintain an office or place of business in the City of Troy, at (print address):
_____, Troy, New York.

And I maintain my fixed and permanent residence at (print address):

_____ in _____ (town/village) in Rensselaer County.

Signature: [Handwritten Signature]

On June 8, 2020, before me appeared Julia Alsarraf, to me known to be the same person described herein and who executed the foregoing instrument and s/he duly acknowledged to me that s/he executed the same and that the information contained therein is true and accurate.

[Handwritten Signature]
Notary Public or Commissioner of Deeds

6/8/2020
Date

Return this form with proof of residence and, if required, place of business to the office of the City Clerk, 433 River St, Suite 5001, Troy, NY 12180.

OFFICE USE ONLY

- Valid NYS driver's/non driver's license within city limits of Troy or Rensselaer County
- Business Card or Work ID AND Pay stub

APPROVED: [Handwritten Signature]
City Clerk

6/8/2020
Date

**RESOLUTION OF TROY CITY COUNCIL AUTHORIZING A PUBLIC HEARING
FOR CHANGING TRAFFIC DIRECTION ON JACOB STREET
BETWEEN RIVER AND KING STREETS**

RESOLVED that the City Council of the City of Troy will conduct a Public Hearing in relation to changing the vehicle travel direction on Jacob Street from one-way, westbound to one-way, eastbound, between River Street and King Street.

The Public Hearing shall be held on July 9, 2020, at 6:00 p.m., via video-conference.

RESOLVED, that the City Clerk shall have the following Notice published in the appropriate manner:

NOTICE OF PUBLIC HEARING

Please Take Notice, The Troy City Council shall hold a Public Hearing in relation to changing the vehicle travel direction on Jacob Street from one-way, westbound to one-way, eastbound, between River Street and King Street.

The Public Hearing shall be held on July 9, 2020, at 6:00 p.m., via video-conference.

As authorized under Governor Cuomo's Executive Orders, the Public will not be permitted to attend the public hearing in person. Instead, the public will have the ability to see and participate in the hearing live via the City Council meetings on the Troy City Council YouTube page, as described below, as permitted by the New York State Open Meetings Law, as modified by the Executive Orders. Due to public health and safety concerns, the public will not be permitted to attend at the remote locations where the City Council members will be situated.

INSTRUCTIONS TO ACCESS THE VIRTUAL MEETING: If you have a computer, tablet, or smartphone, you can see the video and hear the audio of the live session. You can access the meeting at the below link:

<http://www.youtube.com/troycitycouncil>

Any person who wishes to provide comments on the proposed project can send them via e-mail to cityclerk@troyny.gov or call 518-279-7134 by 4:00 p.m. on Thursday July 9, 2020.

A complete copy of the Resolution is available at the City's website (www.troyny.gov) or by emailing the City Clerk (cityclerk@troyny.gov).

Approved as to form _____, 2020

Richard T. Morrissey, Corporation Counsel



W.M. Patrick Madden
Mayor

Steven Strichman
Commissioner of Planning &
Economic Development

Monica Kurzejeski
Deputy Mayor

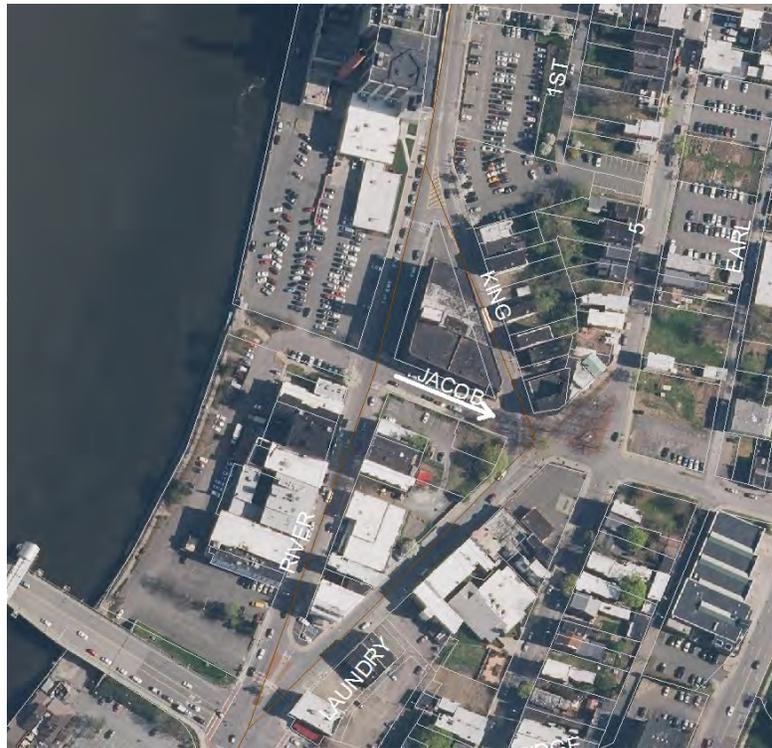
**Department of
Planning & Economic Development**
City Hall
433 River Street
Troy, New York 12180

Phone: (518) 279-7166
Fax: (518) 268-1690
Steven.Strichman@troyny.gov

To: City Council
From: Steven Strichman, Commissioner of Planning and E.D.
Date: 6/4/2020
Re: Call for Public Hearings:
Jacob St. – change from one-way west to one-way east between River and King Streets
State St. – change from one-way to two-way between First and Third Streets
South River St. – change from two-way to one-way north between Main and Polk Streets.

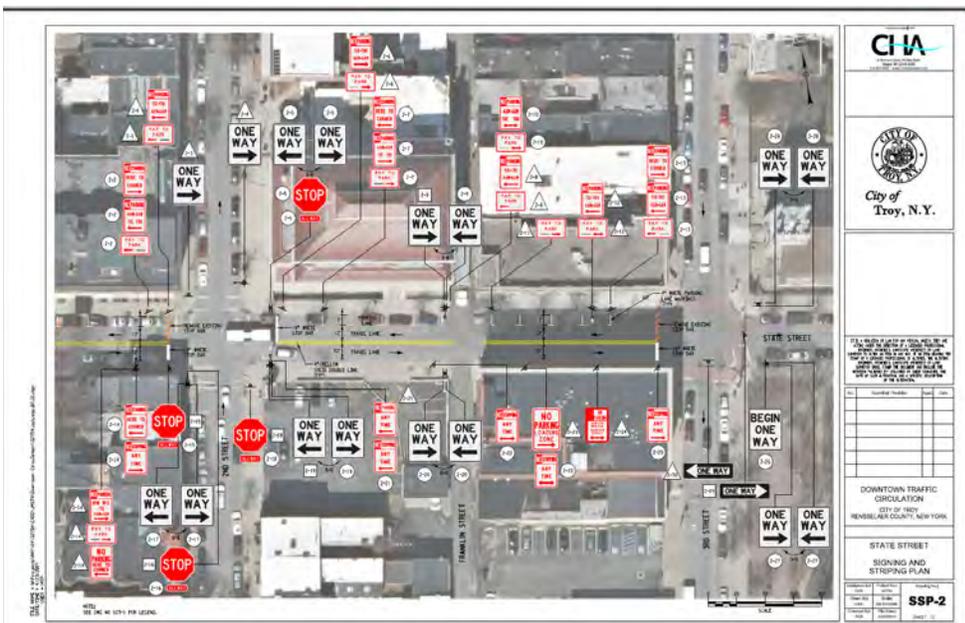
JACOB STREET

The Trail extension from Riverfront Park north, behind the Dinosaur and Restaurant Row has resulted in a one-way north to Jacob Traffic flow behind Ryan's/Browns. Jacob Street west of River Street is two-way, but it is logical to change the direction of Jacob between River and Kings from one-way west to one-way east to facilitate vehicles exiting from the restaurants, TRIP and others. This also makes reduces congestion at the Federal Street intersection, by not making north bound vehicles head south to make the u-turn. The change was reviewed and approved by Clough Harbors, pending some clearing to improve visibility when entering King Street, which will be taken care of by the Vecino Group. One way allows for parking/loading to remain on both sides of King.



STATE STREET

In order to facilitate traffic flow downtown, Clough Harbors evaluated continuing the two-way traffic that currently exists on State Street between Front Street and 1st Street, two blocks further east to 3rd Street. This helps with circulation during the farmers market, creates opportunities for occasional closing of Broadway, and at all times facilitates navigation to the River Street Parking Garage.



SOUTH RIVER STREET

As part of the South Troy Industrial Road project, improvement on Main Street that cross the CSX rail line, required a public hearing by the State of New York. The improvements to the crossings were approved, but one on the stipulations was that South River Street be converted to one-way north, because of its proximity to the rail crossing. Much of the traffic going south-bound, is cut-through traffic heading to other locations, so this will be an improvement for residents in the area, with the small inconvenience of having to access property from Main Street.



June 10, 2020

Steven Strichman
Commissioner of Planning & Economic Development
Troy City Hall
433 River St., Suite 5001
Troy, NY 12180

**Re: PIN: 1751.59, South Troy Industrial Park Road – Phase I; Modification to South River Street
City of Troy, Rensselaer County, CM110232**

Dear Mr. Strichman,

With regards to the Main Street CSXT at-grade rail crossing (USDOT #5086675) and the associated conditions within the NYSDOT Office of Modal Safety & Security Report & Order of January 8, 2020, Creighton Manning Engineering, LLP (CM) is requesting the City progress with the conversion of South River Street (from Main Street to Polk Street) to One-Way northbound. As documented in the Order, the only other option is a closure of the Main Street/South River Street intersection.

Creighton Manning recommends the One-Way conversion option over the full intersection closure to maintain access to the properties fronting South Main Street without creating a dead end street. The conversion will improve safety at Main Street, at the at-grade rail crossing, and provide sufficient room to install the modern signalization equipment to be installed by NYSDOT and the City.

Please feel free to contact me if you have any questions or require additional information regarding this request.

Regards,
Creighton Manning Engineering, LLP


Jeffrey W. Pangburn, PE
Project Manager

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**RESOLUTION OF TROY CITY COUNCIL AUTHORIZING
THE CHANGE OF TRAFFIC DIRECTION ON JACOB STREET
BETWEEN RIVER AND KING STREETS**

IT IS HEREBY RESOLVED that the Troy City Council authorizes changing the vehicle travel direction on Jacob Street between River Street and King Street, from one-way west-bound, to one-way east-bound.

Approved as to form, ____ __, 2020

Richard T. Morrissey, Corporation Counsel

DRAFT

**RESOLUTION OF TROY CITY COUNCIL AUTHORIZING A PUBLIC HEARING
FOR CHANGING TRAFFIC DIRECTION ON STATE STREET
BETWEEN FIRST AND THIRD STREETS**

RESOLVED that the City Council of the City of Troy will conduct a Public Hearing in relation to changing the vehicle travel direction on State Street from one-way, eastbound to two-way, between First Street and Third Street.

The Public Hearing shall be held on July 9, 2020, at 6:00 p.m., via video-conference.

RESOLVED, that the City Clerk shall have the following Notice published in the appropriate manner:

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Approved as to form _____, 2020

Richard T. Morrissey, Corporation Counsel



W.M. Patrick Madden
Mayor

Steven Strichman
*Commissioner of Planning &
Economic Development*

Monica Kurzejeski
Deputy Mayor

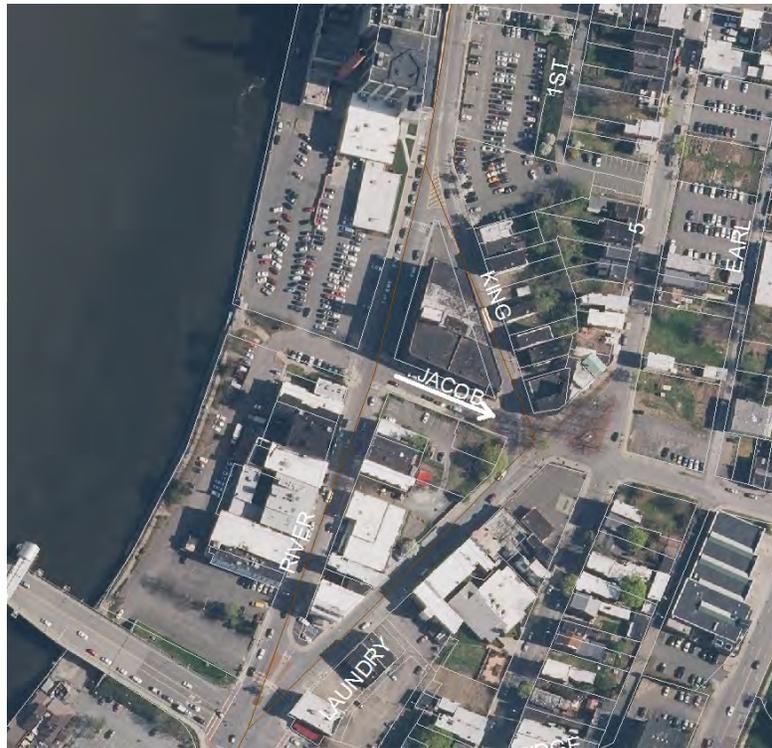
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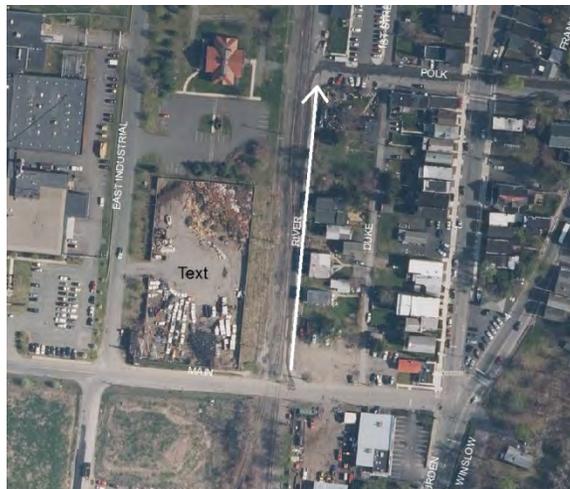
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SOUTH RIVER STREET

As part of the South Troy Industrial Road project, improvement on Main Street that cross the CSX rail line, required a public hearing by the State of New York. The improvements to the crossings were approved, but one on the stipulations was that South River Street be converted to one-way north, because of its proximity to the rail crossing. Much of the traffic going south-bound, is cut-through traffic heading to other locations, so this will be an improvement for residents in the area, with the small inconvenience of having to access property from Main Street.



June 10, 2020

Steven Strichman
Commissioner of Planning & Economic Development
Troy City Hall
433 River St., Suite 5001
Troy, NY 12180

**Re: PIN: 1751.59, South Troy Industrial Park Road – Phase I; Modification to South River Street
City of Troy, Rensselaer County, CM110232**

Dear Mr. Strichman,

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Creighton Manning recommends the One-Way conversion option over the full intersection closure to maintain access to the properties fronting South Main Street without creating a dead end street. The conversion will improve safety at Main Street, at the at-grade rail crossing, and provide sufficient room to install the modern signalization equipment to be installed by NYSDOT and the City.

Please feel free to contact me if you have any questions or require additional information regarding this request.

Regards,
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Jeffrey W. Pangburn, PE
Project Manager

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**RESOLUTION OF TROY CITY COUNCIL AUTHORIZING
THE CHANGE OF TRAFFIC DIRECTION ON STATE STREET
BETWEEN FIRST AND THIRD STREETS**

IT IS HEREBY RESOLVED that the Troy City Council authorizes changing the vehicle travel direction on State Street between First Street and Third Street, from one-way east-bound, to a two-way east and west-bound traffic pattern.

Approved as to form, ____ __, 2020

Richard T. Morrissey, Corporation Counsel

DRAFT

**RESOLUTION OF TROY CITY COUNCIL AUTHORIZING A PUBLIC HEARING
FOR CHANGING TRAFFIC DIRECTION ON SOUTH RIVER STREET
BETWEEN MAIN AND POLK STREETS**

RESOLVED that the City Council of the City of Troy will conduct a Public Hearing in relation to changing the vehicle travel direction on South River Street from two-way to one-way, northbound, between Main Street and Polk Street.

The Public Hearing shall be held on July 9, 2020, at 6:00 p.m., via video-conference.

RESOLVED, that the City Clerk shall have the following Notice published in the appropriate manner:

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Richard T. Morrissey, Corporation Counsel



Wm. Patrick Madden
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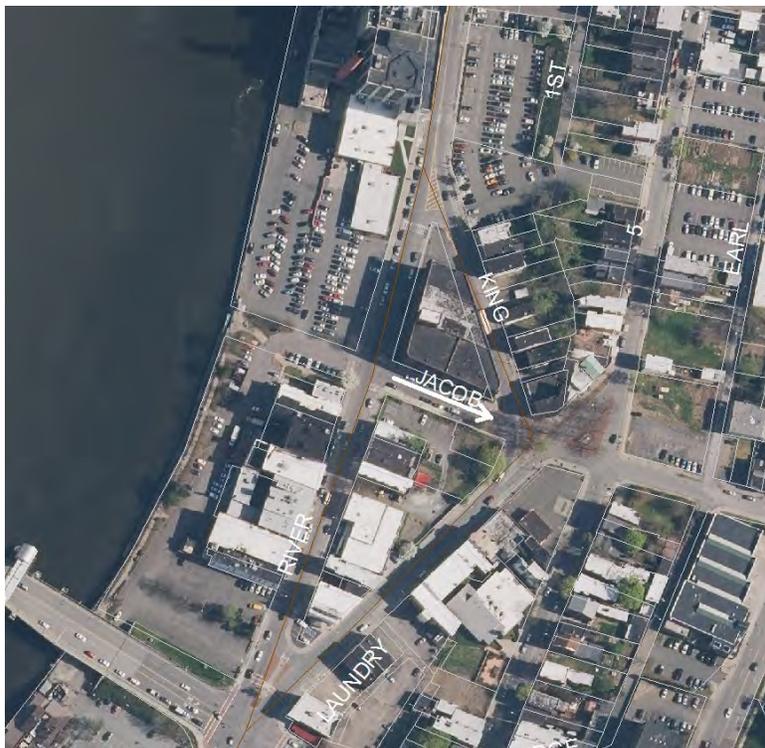
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STATE STREET

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CHA
CLOUGH HARBOURS

CITY OF TROY, N.Y.

STATE STREET
SIGNING AND STRIPING PLAN

SSP-1



CHA
CLOUGH HARBOURS

CITY OF TROY, N.Y.

STATE STREET
SIGNING AND STRIPING PLAN

SSP-2

SOUTH RIVER STREET

As part of the South Troy Industrial Road project, improvement on Main Street that cross the CSX rail line, required a public hearing by the State of New York. The improvements to the crossings were approved, but one on the stipulations was that South River Street be converted to one-way north, because of its proximity to the rail crossing. Much of the traffic going south-bound, is cut-through traffic heading to other locations, so this will be an improvement for residents in the area, with the small inconvenience of having to access property from Main Street.



June 10, 2020

Steven Strichman
Commissioner of Planning & Economic Development
Troy City Hall
433 River St., Suite 5001
Troy, NY 12180

**Re: PIN: 1751.59, South Troy Industrial Park Road – Phase I; Modification to South River Street
City of Troy, Rensselaer County, CM110232**

Dear Mr. Strichman,

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Creighton Manning recommends the One-Way conversion option over the full intersection closure to maintain access to the properties fronting South Main Street without creating a dead end street. The conversion will improve safety at Main Street, at the at-grade rail crossing, and provide sufficient room to install the modern signalization equipment to be installed by NYSDOT and the City.

Please feel free to contact me if you have any questions or require additional information regarding this request.

Regards,
Creighton Manning Engineering, LLP


Jeffrey W. Pangburn, PE
Project Manager

N:\Projects\2010\110-232 South Troy Prelim Design\documents\20200610 S River St.docx

**RESOLUTION OF TROY CITY COUNCIL AUTHORIZING
THE CHANGE OF TRAFFIC DIRECTION ON SOUTH RIVER STREET
BETWEEN MAIN AND POLK STREETS**

IT IS HEREBY RESOLVED that the Troy City Council authorizes changing the vehicle travel direction on South River Street between Main Street and Polk Street, from two-way north and south-bound, to one-way northbound.

Approved as to form, ____ __, 2020

Richard T. Morrissey, Corporation Counsel

DRAFT

**RESOLUTION RECOGNIZING AND CELEBRATING THE CAPITAL DISTRICT
TRANSPORTATION AUTHORITY (CDTA) FOR PROVIDING 50 YEARS OF SAFE
AND EFFICIENT PUBLIC TRANSPORTATION IN THE CAPITAL REGION**

WHEREAS, for 50 years, the Capital District Transportation Authority (CDTA) has furnished safe and efficient public transportation throughout the Capital Region, and by doing so has supported economic development and job creation in the City of Troy and in our region; and

WHEREAS, CDTA was named the Best Mid-Size Public Transportation System in North America for 2017 by the American Public Transportation Association (APTA); and

WHEREAS, CDTA's ridership has been at record or near record levels, reaching a record high of 17.1 million riders in one fiscal year, with an overall 25 percent increase in ridership over the past six years; and

WHEREAS, CDTA has recently focused on improving taxi services, bike share services, service arrangements with major employers, new transit centers, and expanded universal access programs which represent 25 percent of all boardings in the CDTA system; and

WHEREAS, CDTA continually strives to make improvements to its transportation system for the benefit of the ridership community it serves, for example by creating safe and comfortable environments at its transit stops and on its buses, as well as by connecting previously unserved towns and cities with a cohesive and reliable transportation network; and

WHEREAS, the public transportation system that CDTA has developed over the last 50 years, and efficiently operates today, literally ensures that the citizens of Troy and the Capital District community writ large can expand their horizons regularly, safely, and at reasonable fares.

NOW, THEREFORE, BE IT RESOLVED, that the Troy City Council hereby recognizes and celebrates the CDTA for 50 years of providing safe and efficient public transportation in the City of Troy and the Capital Region, and hereby encourages all citizens to utilize CDTA's award winning services.

Approved as to form _____, 2020

Richard T. Morrissey, Corporation Counsel

**VACANCY LIST
(July 2020)**

Department	Title	No.
A1410 City Clerk	Assistant to the City Clerk	1
A1420 Law	Deputy Corporation Counsel	1
A1680 BIS	Data Communications Analyst	1
A3120 Police	Police Officer	6
	Police Captain	1
	Police Sergeant	1
	Video Clerk	1
A3410 Fire Department	Firefighter/Paramedic	3
	Deputy Fire Chief	1
A5110 Gen Services/Streets	Motor Equipment Operator (Light)	3
A7110 Gen Services/Rec-Parks	Laborer	3
A8020 Planning	Planning Technician	1
A8022 Planning/CDBG	Assistant Planner	1
F1640 DPU/Garage	Auto Mechanic Helper	1
F8330 DPU/Purification	Asst. Supervising Water Plant Operator	1
	Water Plant Equip. Maintenance Mech.	1
F8340 DPU/Trans. & Dist.	Water Maintenance Person	3
	Senior Water Maintenance Person II	1
G8120 DPU/Sanitary Sewers	Senior Sewer Maintenance Person	1
	Principal Sewer Maintenance Person	1