

City Hall
Location 2nd Floor – Common Council Chamber

Agenda
Administrative Services Committee Meeting
Monday, May 16, 2016
Time: 6:30 p.m.

Roll Call: **Robert A. Corradino, Chairman**
Eric I. VanBuren
Caitlin E. Reynolds
Shawn P. Walker
Nathan S. Emmons

Approve minutes of May 2, 2016 Committee Meeting.

I. Old Business:

II. New Business:

Authorization:

1. Thomas Kells, DPW Commissioner, is requesting authorization to purchase four (4) benches for the area outside of City Hall. Mr. Kells is also requesting authorization to purchase a new sign for Breitbeck Park.
2. Jeffrey McCrobie, Fire Chief, is requesting permission to accept the 2015 State Homeland Security Grant Award in the amount of \$17,840.00 to install replacement public address and alarm handling systems in both the Eastside and Westside Fire Stations.
3. Michael Riley, Purchasing Agent, received three proposals to provide miscellaneous services in response to violations issued by the Code Enforcement Office as follows: Kells Property Service (\$49.50/Hour), Allen Chase Enterprises (\$65.00/Hour), and Limbhanger Tree Service (\$75.00/Hour). The Common Council should select a firm from the aforementioned responders. The initial term of the agreement will expire on March 31, 2017, and the term can be renewed for one additional year upon mutual consent of both parties.
4. Justin Rudgick, Community Development Director, requests approval to submit application for Downtown Revitalization Initiative to Central New York Regional Economic Development Council. Attachment
5. Justin Rudgick, Community Development Director, requests approval to Solicit Quotes for Contractor Services to Reconfigure the Community Development Office's Waiting Area.
6. Justin Rudgick, Community Development Director, requests approval to prepare and issue a request for proposals-Family Self-Sufficiency Management Services.
7. Justin Rudgick, Community Development Director, requests approval to issue request for Quotes (RFQ) for Housing Rehabilitation Project Management.
8. Justin Rudgick, Community Development Director, requests approval to enter into agreement with Grossman St. Amour, CPA. Attachment

Request for Travel:

9. Deborah Coad, requests permission to travel to the Annual New York State Conference of Mayors Fall Training School for City and Village Officials to be held in Saratoga Springs, New York, September 11-16, 2016
10. Tory Deciare, Police Chief, requests permission to send two (2) Police Officers to a "Law Enforcement Bicycle Patrol Course" to be held June 6, 2016 through June 10, 2016. The course will be hosted by the New York State University Police, 7060 State Route 104 Oswego, New York.
Attachment
11. Justin Rudgick, Community Development Director, requests approval to attend the Summit on the New American City, Rochester, NY- June 7, 2016.
Attachment
12. Caroline Anderson, Animal Control Officer, request permission for herself and one employee from the Animal Control Department to attend the first annual DCO Conference at the Syracuse Fairgrounds on June 6-7, 2016.

Discussion:

13. Mayor William Barlow requests discussion concerning an Asset Management Plan (AMP) for the Eastside Wastewater Treatment Plant. As part of the discussion Mayor Barlow seeks the permission of the Common Council to hire an outside agency to assist the City of Oswego in formulating an AMP.
Attachment