

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
September 18, 2017**

Chairman Corradino called the meeting to order at 6:30 p.m. in the 2nd floor Common Council Chambers of City Hall.

MEMBERS PRESENT: Councilor Corradino, Councilor VanBuren, Councilor Reynolds, Councilor Walker, and Councilor Emmons.

OTHERS PRESENT: Councilor McLaughlin; Councilor Gosek; Deborah Coad, City Chamberlain; Tom Kells, Commissioner of Public Works; Tom Reynolds, Assistant City Attorney; and Brian Chetney, Director of the Oswego City/County Youth Bureau.

MEDIA PRESENT: Steve Yablonski, Oswego Daily News; Benjamin Kail, Palladium Times.

A motion to approve the minutes of September 5, 2017 was made by Councilor Emmons and seconded by Councilor VanBuren; minutes were approved by a unanimous vote.

I. OLD BUSINESS: There was no old business.

II. NEW BUSINESS:

Authorization:

1. The Engineer's Office request approval for Change Order No. 1 for the electrical and instrumentation contract with Scriba Electric Inc. for the ESWWTP Dewatering Equipment Replacement project in the amount of \$0 for a Request for Proposal No. 1 and proposal to demo old panel and install new combo starter for centrifuge exhaust fan. Bob Johnson said this is work that Ken wanted done. He said it will come out of the miscellaneous work account and will not affect the overall price.

COMMITTEE DECISION: Councilor Emmons made a motion to forward a favorable recommendation to the Full Council granting approval for Change Order No. 1 for the electrical and instrumentation contract with Scriba Electric Inc. for the ESWWTP Dewatering Equipment Replacement project in the amount of \$0 for a Request for Proposal No. 1 and proposal to demo old panel and install new combo starter for centrifuge exhaust fan. Councilor Walker seconded the motion, unanimous approval.

THE RESOLUTION THAT WAS PART OF THE MEETING WILL BE FORWARDED TO THE FULL COUNCIL.

2. The Engineer's Office request authorization for the Mayor to sign with the Concurrence of the City Common Council any and all documentation with New York State Department of Transportation that may become necessary as a result of the

construction, reconstruction, or improvement of MBC-Route 481, North of County Route 57 to Utica Street. Bob Johnson said this is a paving project. He said it gives them the ability to have their contractor make adjustments.

COMMITTEE DECISION: Councilor Walker made a motion to forward a favorable recommendation to the Full Council granting authorization for the Mayor to sign with the Concurrence of the City Common Council any and all documentation with New York State Department of Transportation that may become necessary as a result of the construction, reconstruction, or improvement of MBC-Route 481, North of County Route 57 to Utica Street. Councilor Emmons seconded the motion, unanimous approval.

THE RESOLUTION THAT WAS PART OF THE MEETING WILL BE FORWARDED TO THE FULL COUNCIL.

3. Michael Riley, Purchasing Agent, states the fixed price agreement with Direct Energy for electric supply and natural gas supply expire on December 31, 2017. He is requesting authorization from the Common Council to solicit electric and natural gas fixed pricing for the period commencing on January 1, 2018 with options for a year term, two year term, and three year term. Mr. Riley is also requesting authorization from the Common Council to lock in the most favorable fixed price options provided that the pricing for the electric supply does not exceed \$.045/Kwh and the pricing for natural gas does not exceed \$.450/therm.

COMMITTEE DECISION: Councilor Walker made a motion to forward a favorable recommendation to the Full Council granting authorization to solicit electric and natural gas fixed pricing for the period commencing on January 1, 2018 with options for a year term, two year term, and three year term and authorization to lock in the most favorable fixed price options provided that the pricing for the electric supply does not exceed \$.045/Kwh and the pricing for natural gas does not exceed \$.450/therm. Councilor Reynolds seconded the motion, unanimous approval.

THE RESOLUTION THAT WAS PART OF THE MEETING WILL BE FORWARDED TO THE FULL COUNCIL.

4. The Clerk's Office request approval to amend the Amusement License for the 2017 Racing Events at the Oswego Speedway in order to include "Super Dirt Week."

COMMITTEE DECISION: Councilor Walker made a motion to forward a favorable recommendation to the Full Council granting approval to amend the Amusement License for the 2017 Racing Events at the Oswego Speedway in order to include "Super Dirt Week." Councilor VanBuren seconded the motion, unanimous approval.

THE RESOLUTION THAT WAS PART OF THE MEETING WILL BE FORWARDED TO THE FULL COUNCIL.

5. Brian Chetney, Youth Bureau Executive Director is requesting the Common Council approves the transfer of funds from the General Fund Contingent Account (A.1990.0460) to the Youth Contracts Account (A.7310.0440) in the amount of \$5,000.00 to fund fireworks at the City of Oswego Tree Lighting November 25, 2017. Brian Chetney said this should say up to \$5,000. He said this will be the 30th year of the tree lighting. Councilor Emmons said they have received quotes between \$3,000-\$5,000.

COMMITTEE DECISION: Councilor Walker made a motion to forward a favorable recommendation to the Full Council granting approval for the transfer of funds from the General Fund Contingent Account (A.1990.0460) to the Youth Contracts Account (A.7310.0440) in the amount of up to \$5,000.00 to fund fireworks at the City of Oswego Tree Lighting November 25, 2017. Councilor Reynolds seconded the motion, unanimous approval (Councilor Emmons abstained).

THE RESOLUTION THAT WAS PART OF THE MEETING WILL BE FORWARDED TO THE FULL COUNCIL.

6. The Engineering Department request approval of Change Order contract with WD Malone Trucking and Excavation, Inc. for the NYS Route 48 Slope Stability and Roadway Reconstruction Project in the amount of \$100,000.00 as true contingency-omitted from bid documents. Bob Johnson said the bid document included a \$100 contingency and it was supposed to be a \$100,000 contingency. He said it opens the city up for 5% of that \$100,000 if they use it. He said it is federally funded at 80%, 15% from the state and 5% from the city.

COMMITTEE DECISION: Councilor Reynolds made a motion to forward a favorable recommendation to the Full Council granting approval of Change Order contract with WD Malone Trucking and Excavation, Inc. for the NYS Route 48 Slope Stability and Roadway Reconstruction Project in the amount of \$100,000.00 as true contingency-omitted from bid documents. Councilor VanBuren seconded the motion, unanimous approval.

THE RESOLUTION THAT WAS PART OF THE MEETING WILL BE FORWARDED TO THE FULL COUNCIL.

7. Mayor William J. Barlow, Jr., requests discussion on the renewal of the Lease Agreement between the City and Oswego Harbor Festivals, Inc. Peter Myles said their lease is up the end of December. He said they appreciate being at the McCrobie Building. Councilor Corradino said there are no changes to the lease from prior years.

COMMITTEE DECISION: Councilor VanBuren made a motion to forward a favorable recommendation to the Full Council authorizing the renewal of the Lease Agreement between the City and Oswego Harbor Festivals, Inc. Councilor Reynolds seconded the motion, unanimous approval.

THE MAYOR'S OFFICE WILL PREPARE THE RESOLUTION.

8. Mayor William J. Barlow, Jr., requests discussion for a transfer of \$1,300.00 for annual sponsorship of the Oswego Pumpkinfest from the Contingent Account per request from Katie Toomey, Executive Director of the Greater Oswego-Fulton Chamber of Commerce. Councilor Gosek said Pumpkinfest has become a signature event in the City of Oswego. He said it brings a lot of people in and he is in support.

COMMITTEE DECISION: Councilor Walker made a motion to forward a favorable recommendation to the Full Council granting approval for a transfer of \$1,300.00 for annual sponsorship of the Oswego Pumpkinfest from the Contingent Account per request from Katie Toomey, Executive Director of the Greater Oswego-Fulton Chamber of Commerce. Councilor Reynolds seconded the motion, unanimous approval.

THE MAYOR'S OFFICE WILL PREPARE THE RESOLUTION.

A motion to adjourn the meeting was made at 6:41 p.m. by Councilor Walker. A second was made by Councilor Reynolds, and was unanimously approved.

Respectfully Submitted,

Mary M. Annal
Recording Secretary