

McCrobie Building Ballroom – 41 Lake Street

Agenda  
Administrative Services Committee Meeting  
Monday, November 16, 2020  
**Time: 6:30 p.m.**

Roll Call: **Robert A. Corradino, Chairman**  
Susan McBrearty  
Kevin M. Hill, Jr.  
Timothy P. Plunkett  
Shawn Burrige

Approve minutes of the November 2, 2020 Committee meeting.

I. **Old Business:**

II. **New Business:**

**Authorization:**

1. Deborah Coad, City Chamberlain, requests authorization to complete all required accounting procedures to close the 2020 Financial Year.
2. Deborah Coad, City Chamberlain, requests authorization for Mayor William J. Barlow, Jr. to renew the agreement with Insero & Co for the Annual Single Audit as required by the Office of the State Comptroller.
3. The City Clerk's Office requests authorization for the City Chamberlain to complete a transfer of funds in the amount of \$3,000.00 in order to purchase new shelving and archive boxes for use in the Records Department.
4. The Office of Economic Development requests authorization for Mayor William J. Barlow, Jr. to sign the proposal with Mesick, Cohen, Wilson and Baker, Architects, LLP for additional work related to the City Hall Restoration Project in the amount of \$36,169.00.
5. The Engineering Department requests that Mayor William J. Barlow, Jr. be authorized to sign Change Order No. 15 for Marcellus Construction Co., Inc. for the Combined Sewer Separation – Third 25% EFC Project with no increase to the total contract amount of \$6,462,229.00.
6. The Engineering Department requests that Mayor William J. Barlow, Jr. be authorized to sign Change Order No. 16 with Marcellus Construction Co., Inc. for the Combined Sewer Separation – Third 25% EFC Project with no increase to the total contract amount of \$6,462,229.00.
7. The Engineering Department requests that Mayor William J. Barlow, Jr. be authorized to sign Change Order No. 3 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project in the amount of \$12,111.70.