

City of Oswego
City Hall
Location 2nd Floor – Common Council Chamber

Agenda
Administrative Services Committee Meeting
Monday, November 6, 2017
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 October 16, 2017 committee meeting.

I. Old Business:

New Business:

Authorization:

1. The Engineer's Office request approval of Change Order No. 7 for the general contract with Marcellus Construction Co., Inc. for the Combined Sewer Separation –Second 25% in the amount of \$0 for additional work for unforeseen conditions. Attachment
2. The Engineer's Office request approval of Change Order No. 8, decreasing the construction contract with Marcellus Construction Co., Inc. for the Combined Sewer Separation-Second 25% in the amount of \$102,085.59. Attachment
3. City Chamberlain Deborah Coad, requests authorization for Year End Accounting Procedures to close the 2017 Fiscal Year.
4. City Chamberlain Deborah Coad, requests authorization to continue the professional services of Insero & Co. for the Annual Financial Audit as required by the New York State Comptroller.
5. Michael Riley, Purchasing Agent, requests approval of the low bid from WCA Roofing & Sheet Metal Co., for the replacement of the roof at the Animal Shelter in the amount of \$24,500.00. Attachment
6. The Engineering Office requests approval of a transfer of funds in the amount of \$3,200.00 from Account No. A.6989.0410 (Materials & Supplies) into Account No. A.6989.0200 (Equipment), to cover the purchase of two (2) 87M Solid State Relays at the High Dam Hydroelectric Facility.
7. Michael Riley, Purchasing Agent, requests approval of the sole bid from Butler Disposal Systems, Inc. in the amount of \$48,075.00 per year for the removal and disposal of trash and recyclable materials from City Facilities

and various street locations. The term of agreement will commence on January 1, 2018 and expire on December 31, 2019. Attachments

8. Michael Riley, Purchasing Agent, states P2 Telecom received proposals on behalf of the City of Oswego to maintain copper phone lines for faxes, elevators, alarms, modems, and facilities without internet services and the lowest proposal was submitted by New Vision Communication in the amount of \$29.94 per line per month. The agreement with New Vision Communication will be for a three year term. Attachment
9. Michael Riley, Purchasing Agent, states the City of Oswego Purchasing Policy has not been revised in several years and a request was made to increase the discretionary spending limit from \$1,500.00 to \$3,000.00. Attachment
10. Justin Rudgick, Community Development Director, request a Public Hearing regarding the NYS Lake Ontario Flood Relief Program.
11. Justin Rudgick, Community Development Director, request a Public Hearing regarding Preserving Landmarks of Oswego West (Round 5 Restore NY Communities Initiative).
12. Tory DeCaire, Police Chief, requests permission to attend the FBI National Academy, which is an intense 10 week professional development training course at the FBI Academy in Quantico, Virginia. The FBI National Academy is for law enforcement executives to bring back information and ideas to help enhance their current agencies. The Academy runs from January 8, 2018 through March 16, 2018. Attachment
13. Randall B. Griffin, Fire Chief, is requesting an intra-departmental transfer for the following accounts.

\$2,757.90 from Acct. #A.3410.0450 to Acct. #A.3410.0440
\$2,000.00 from Acct. #3410.0460 to Acct. #A.3410.0440
\$1,400.00 from Acct. #A.3410.0410 to Acct. #A.3410.0440

These transfers are to cover the annual fee for our Emergency Medical Director.

14. Deborah Coad, City Chamberlain, requests authorization to complete a budget transfer from A.3412.0440 Ambulance Collection to A.5132.0200 Garage Equipment and A.5132.0410 Garage Materials and Supplies for the purchase of additional Emergency Radios and Chargers, in an amount not to exceed \$25,000.00. The cost of the equipment is New York State Contract pricing.
15. Mayor William J. Barlow, Jr. requests discussion regarding the Agreement between the City of Oswego and the Oswego City School District-School Resource Officer.
16. Mayor William J. Barlow, Jr., requests discussion regarding consideration in transferring three (3) city-owned properties to the Oswego County Land Bank.

The 3 properties in question are: 28 Ontario (1st Ward), 118 East Fourth (4th Ward), and 249 West Seventh (5th Ward)

Each of these properties have been conveyed to the City of Oswego through tax foreclosure actions. Conveying them to the Land Bank for repurposing as owner-occupied housing will further the goal of the City of Oswego to populate our neighborhoods with families investing in the long-term success of the City of Oswego.

