

Agenda
Administrative Services Committee Meeting
Monday, November 7, 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 October 17, 2016 Committee Meeting.

I. Old Business:

II. New Business:

Authorization:

1. Mayor Barlow received correspondence from Ellen Clark, requesting authorization to place 10 illuminated hearts on the Bridge Street Bridge for the month of February. Ellen is requesting the Traffic Department place the hearts on the bridge. The last request is that the insurance will be provided through the City of Oswego, as per attachment from last year.
2. Rita Tickle, Personnel Director, requests authorization for Mayor Barlow to sign an agreement with Oswego County for Weights and Measures services as the current agreement expires December 31, 2016
3. Michael Riley, Purchasing Agent, states the agreement with Butler Disposal Systems, Inc. to pick up and dispose of trash and recyclable materials from all City-owned facilities and various street locations expires December 31, 2016. The agreement can be extended for one additional year upon mutual consent of both parties.
4. Michael Riley, Purchasing Agent, requests authorization for bids that were received for the ESWWTP De-chlorination System Upgrade and the following contractors represent the lowest bids:

General Contractor Bid: M.A. Bongiovanni, Inc. \$491,300.00
Electrical Contractor Bid: Scriba Electric, Inc. \$87,321.00
Plumbing Contractor Bid: Oswego Mechanical, Inc. \$23,800.00
HVAC Contractor Bid: J&A Mechanical Contractors, Inc.
\$17,600.00. Attachment
5. Michael Riley, Purchasing Agent, requests authorization for state bids that were received for the De-Watering Equipment Replacement Project at the ESWWTP, and the low bid for general construction was submitted by John R. Dudley Construction, Inc. in the amount of \$1,189,000.00 and the low bid for electrical construction was submitted by Scriba Electric, Inc. in the amount of \$97,321.00. Attachment
6. Michael Riley, Purchasing Agent, requests authorization for bids that were received for a used 80' self-propelled boom lift and the low bid was submitted by Skyworks, LLC in the amount of \$28,000.00 for a 2005 boom lift. Mr. Kells, DPW Commissioner, has reviewed the bids and recommends awarding the bid to Skyworks, LLC. Attachment

7. Michael Riley, Purchasing Agent, requests authorization for bids received for a new 25 ton gooseneck paver trailer and the low bid was submitted by Carolina Trailers in the amount of \$28,050.00. Mr. Kells, DPW Commissioner, has reviewed the bids and recommends awarding the bid to Carolina Trailers. Attachment
8. Engineering Department requests approval for Change Order No. 4 for the general construction contract with John R. Dudley Construction Co. for the Charles E. Riley Booster Pump Station in the amount of \$113,884.97. Attachment

Transfer of Funds:

9. Caroline Anderson, Animal Control Officer, requests permission for an Intra-department transfer of \$5,000.00 from the Animal Control Equipment (.0200) Account to the Animal Control Contracted Services account (.0450) to cover the cost of veterinary services for the shelter animals and trapping services for City of Oswego residents for the remainder of the 2016 calendar year.
10. Caroline Anderson, Animal Control Officer, requests permission for an Intra-department transfer of \$4,500.00 from the Contingent account A.1990.0460 to the Animal Control Personal Services-Overtime A.3510.0102 account to cover overtime costs for the Animal Control Staff.
11. Jeffrey McCrobie is requesting an intra-department transfer for the following accounts:

\$15,000.00 from Acct. #A.3410.0411 to Acct. #A.3410.0102
 \$10,000.00 from Acct. #A.3410.0460 to Acct. #A.3410.0102
 \$ 5,000.00 from Acct. #A.3410.0440 to Acct. #A.3410.0470
 \$ 1,300.00 from Acct. #A.3410.0480 to Acct. #A.3410.0470
 \$ 4,000.00 from Acct. #A.3410.0410 to Acct. #A.3410.0470
 \$15,000.00 from Acct. #A.3410.0411 to Acct. #A.3410.0470

These transfers are to cover overtime expenses and miscellaneous vehicle repairs.

Discussion:

12. Mayor William J. Barlow, Jr., requests discussion on a proposed agreement between the City of Oswego and the Oswego City School District with regard to the School Resource Officer. This Agreement will cover the period September 1, 2016 through June 30, 2017.
13. Deborah Coad, City Chamberlain, requests discussion regarding 2016 Year End Procedures. Attachment
14. Deborah Coad, City Chamberlain, requests discussion regarding the City of Oswego Cash Management. Attachment

Executive Session:

15. Thomas A. Reynolds, Assistant City Attorney, requests an Executive Session regarding the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof, specifically regarding the sale of tax foreclosed properties located at 2660 & 2664 Johnson Road. Attachment