

Agenda
Administrative Services Committee Meeting
Tuesday, February 21, 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 February 6, 2017 Committee Meeting.

I. Old Business:

II. New Business:

Authorization:

1. Tom Kells, DPW Commissioner, requests approval to purchase several pieces of new equipment that are available either through state contract or piggy-back contracts.
2. Councilor Robert Corradino requests authorization for Mayor William J. Barlow, Jr. to enter into an agreement with NovusAgenda for the purchase of their paperless agenda software. Councilor Robert Corradino also requests authorization for City Chamberlain Deborah P. Coad to execute transfers for funding of the NovusAgenda program and ten (10) tablet devices for use with the NovusAgenda Program. Attachment
3. Nancy Sterio, Personnel Director, requests authorization for Mayor William J. Barlow, Jr. to sign a contract with Catalog & Commerce Solutions, LLC to provide a Personnel Civil Services software system to replace an obsolete system.
4. Tom Kells, DPW Commissioner, is requesting the Committee authorize the funding for the following items to make the Duer Street pumping station, which is currently idle, functional.

Install 16" insterta valve in 16" main that feeds 10 million gallon tank, \$27,500.00

Install 16x6 tapping tee with valve, \$1,942.50

Install 6x6 tapping tee with valve, \$1,286.98

Total funds\$30,729.48 for the project.

5. Mayor William J. Barlow, Jr., states HSE Consulting Services, LLC has submitted a proposal to provide design phase, bid phase, and project monitoring services for the controlled demolition of the dwelling located at 268 West Fifth Street. The fixed portion of the proposal for the design phase and bid phase services is \$2,920.00. The project monitoring services will be charged on a unit price basis for labor and air sample analysis. The total estimated cost for all services is \$5,000.00 - \$6,000.00. Funding will require a transfer from A-1990.0460 to A-3620.0440. Attachment

6. Thomas Reynolds, Assistant City Attorney, requests authorization to attend a two day National Business Institute Seminar for Advanced Legal Issues Affecting Local Governments and Municipalities for Legal Counsel to be held in Rochester, New York, on March 22-23, 2017. Attachment
7. Michael Riley, Purchasing Agent, states bids were received for the West Side Sanitary Rehabilitation Project-Area 2 and the low bid was submitted by W.D. Malone Trucking & Excavating, Inc. in the amount \$2,058,359.00. Attachment
8. Michael Riley, Purchasing Agent, states bids were received for the Combined Sewer Separation Project-Second 25% and the low bid was submitted by Marcellus Construction Company, Inc. in the amount of \$2,960,000.00. Attachment
9. Kevin Caraccioli, City Attorney, requests authorization from the Common Council to approve the Claim for Payment by the State of New York to the City of Oswego for a portion of property along East Utica Street, for the sum of \$17,725.00. The property will be used by the State of New York to rehabilitate Lock 7, and further authorize the Mayor to sign the Claim for Payment and related documents. Attachment

Discussion:

10. Susan Deary, City of Oswego Assessor, requests a discussion regarding filling the vacancy on the Board of Assessment Review. Attachment