

Agenda
Administrative Services Committee Meeting
Tuesday, September 5, 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 August 21, 2017 Committee Meeting.

I. Old Business:

II. New Business:

Authorization:

1. The Engineer's Office request approval for the low bid received for the Eastside Wastewater Treatment Plant Roof Project that was submitted by WCA Roofing in the amount of \$174,000.00. Attachment
2. The Engineer's Office request approval for Change Order No. 6 for the general contract with Marcellus Construction Co., Inc. for the Combined Sewer Separation-Second 25% project in the amount of \$0 for additional work for unforeseen conditions. Attachment
3. Councilor Nathan Emmons, requests consideration from the Common Council to approve a Property Disposition Policy and Procedure for city-owned real estate. Attachment
4. Deborah Coad, City Chamberlain, requests a Budget Amendment to the Sewer Fund line Item G 9950.0900 transfer to Capital Projects in the amount of \$148,439.00 as reimbursement to P 1663 for the purchase of the Excavator.
5. Thomas Kells, DPW Commissioner, requests a blanket authorization to hold auctions through Auctions Unlimited anytime it is deemed necessary without the requirement of Council approval for each listing. A list of items going to auction will still be supplied to Council for each auction.
6. The Wastewater Department is requesting permission for Timothy Woodard to travel from October 22-27, 2017. This is for the Grade 3 Supervision and Technical Operations Course at SUNY Morrisville Environmental Training Center. This is the second of four courses needed to acquire his Operator Training License. Attachment
7. Caroline Anderson, Animal Control Officer, requests a budget amendment to the 2017 Animal Control operating budget in the amount of \$15,000.00 to account A.3510.102 Personal Services-overtime.
8. Randall Griffin, Fire Chief, is requesting several intra-departmental transfers to cover the overtime expenses due to long term injuries and vacant officer positions. Attachment

9. Kevin Caraccioli, City Attorney, requests consideration from the Common Council to approve an amendment to Article XIII of the Charter, pertaining to the Water Department and a process for appealing charges incurred by property owners who believe they have a meritorious defense for non-compliance. A new section, C13-11, establishes an administrative hearing process whereby a special committee of the Common Council, to be known as the Audit, Finance and Budget Committee would be established and appointed by the Mayor, would conduct a hearing based upon a written complaint filed by an aggrieved property owner. Attachment