

**ADMINISTRATIVE SERVICES  
COMMITTEE MEETING  
January 19, 2021**

Chairman Corradino called the meeting to order at 6:30 p.m.

***MEMBERS PRESENT:*** Councilor Corradino, Councilor Hill, Councilor McBrearty, and Councilor Plunkett. Councilor Burrige was excused.

***OTHERS PRESENT:*** Councilor Walker; Councilor Gosek; Christopher Baker, Director of Information Technology; Phillip Cady, Police Chief; Brian Chetney, Youth Bureau Executive Director; Ellen B. Clark, Concierge for Experience Oswego; Kevin Caraccioli, City Attorney; Mayor William J. Barlow, Jr.

***MEDIA PRESENT:*** Matthew Reitz, Palladium Times

**OLD BUSINESS:** There was no old business.

A motion to approve the minutes of January 4, 2021 was made by Councilor Plunkett and seconded by Councilor Hill. Minutes were approved by a unanimous vote.

**NEW BUSINESS:**

1. **Mayor William J. Barlow, Jr. requests authorization to accept secured grant funding from National Grid in the amount of \$250,000 to contribute to the construction of Water Street Square.** Mayor Barlow said this grant opportunity goes back a couple of years ago when they first were designing and constructing the Water Street Square Pocket Park. This project was a two-phase project; first there was the construction of the park and redesign of Water Street. The second phase will be burying the power lines which is a part of the project that couldn't fit into the first budget from the DRI. He mentioned that the subject of burying the power lines came up in conversation during the design of the Pocket Park, so they started working with National Grid and discussed how to go about burying the lines, what the design would look like, and how they would still serve neighboring buildings. Of course, he stated, those involved with the development of the Riverwalk were also part of this discussion because those occupants in that building have views of the river but those views are interrupted by power lines. Further, there's certainly some positive potential for the Ferris Wheel building and Old City Hall, should their owners ever decide to engage the city or take it upon themselves to fix up the building. Mayor Barlow said overall, there is a lot of potential in that area and burying those power lines is a big part. He mentioned that when National Grid was tasked to actually design the burying of the lines and develop a path forward, that's when they came forward and said they would like to support either the Water Street Square Project or the burying the power lines project. He mentioned that in order to be able to receive the grant money, the language of the grant was to support the Pocket Park Project since they were in the middle of construction, but it was directed towards burying

the power lines, and it was National Grid's attempt to show some support. Mayor Barlow revealed that the Power Line Project is still in the design phase and National Grid presented a preliminary design last week. He said they countered with some edits and adjustments with that design, so they will go back and try to incorporate those edits, after which they will present the budget, and then depending on how that looks they may be back to council to get some funding to be able to accomplish the project. National Grid's Grant for \$250,000.00 is very appreciated and is going to be very helpful in improving Water Street and downtown. Although the relationship with National Grid has been bumpy at times, Mayor Barlow said, they have stepped up to support the city's downtown efforts and their partnership is appreciated.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council to request authorization for Mayor William J. Barlow, Jr. to accept secured grant funding from National Grid in the amount of \$250,000.00 to contribute to the construction of Water Street Square. Councilor McBrearty seconded the motion, unanimous approval.

***THE RESOLUTION THAT WAS PART OF THE MEETING WILL BE FORWARDED TO THE FULL COUNCIL.***

2. **Mayor William J. Barlow, Jr. requests discussion regarding the Amazon Account Limit.** Mayor Barlow said that this request is a result of the increasing demand for computer parts, cameras, electronics, etc., ordered by Chris Baker, Director of Information Technology. Right now, the limit is at \$20,000.00 city wide, and looking at all of the departments that use the card, it is clear that it does not take long to add up. Between basic purchases and a lot of the technology upgrades Baker is doing, the \$20,000.00 is getting eaten up instantly, so in increasing that threshold from \$20,000.00 to \$40,000.00, the departments can continue making transactions using that card without long delays. Corradino asked why there is only one Amazon card, and not one for each department. City Chamberlain replied and stated that each department has their own account but it funnels to one card.

**COMMITTEE DECISION:** Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council to request authorization for the City Chamberlain to seek an increase in the credit card limit for the city's Amazon Account. Councilor Hill seconded the motion, unanimous approval.

***THE RESOLUTION THAT WAS PART OF THE MEETING WILL BE FORWARDED TO THE FULL COUNCIL.***

3. **Mayor William J. Barlow, Jr. requests authorization for the City of Oswego to accept the donation of the 104' x 68' "lacrosse box" at Fort Ontario from the Oswego Lacrosse Club.** Mayor Barlow stated that he was approached by the Lacrosse Club about what to do with their insurance in the new year and the city's suggestion back to the club was to save the expense of having to get the insurance



policy to get the use of public space for the Lacrosse box and instead, just donate it back to the city. At that point it is easier for the city to go show the box some TLC, and make some improvements with that donation back, as it will now be for public use. Mayor Barlow said the Lacrosse Club as it exists today can still reserve the space if they have a predetermined schedule or as they go along. Overall, it's just an easy way to save them some expense and make it easier for the city to improve the facility.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council to request authorization for the City of Oswego to accept the donation of the 104' x 68' "lacrosse box" at Fort Ontario from the Oswego Lacrosse Club. Councilor Plunkett seconded the motion, unanimous approval.

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4. **The City Clerk's Office requests that the City Chamberlain be authorized to complete a transfer of funds from Miscellaneous Expenses to Personal Services in the amount of \$3,000.00 in order to cover the costs of a temporary Records Office Intern.** Corradino mentioned he spoke to City Clerk, Mark Tesoriero who told him that this money would go towards cleaning up information and boxes of paperwork that need to be filed and categorized. He said a temporary employee would be there for twelve (12) weeks, under the funds mentioned, in hopes that this will clear up some space and any back log of information will be taken care of.

**COMMITTEE DECISION:** Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to request authorization for the City Chamberlain to complete a transfer of funds from Miscellaneous Expenses to Personal Services in the amount of \$3,000.00 in order to cover the costs of a temporary Records Office Intern. Councilor Plunkett seconded the motion, unanimous approval.

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5. **City Chamberlain, Deborah Coad requests authorization to complete a budget amendment to the Water Fund to purchase water meters.** City Chamberlain, Deborah Coad said that this is the resolution that the city has had annually for the last couple of years, when the budget runs low to be able to run a budget amendment.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council to request authorization for the City Chamberlain to complete a budget amendment to the Water Fund to purchase water meters. Councilor McBrearty seconded the motion, unanimous approval.

***THE RESOLUTION THAT WAS PART OF THE MEETING WILL BE FORWARDED TO THE FULL COUNCIL.***

6. **The Youth Bureau requests approval for Mayor William J. Barlow, Jr. to sign an agreement between the City of Oswego and County of Oswego to reimburse the city for time spent by the Youth Activities Aide on the AmeriCorps grant program.** Brian Chetney, Youth Bureau Executive Director, stated that this is an annual request that is built into the grant that they write every year to offset some of the costs that the Youth Services Aid spends doing different work with the AmeriCorps grant.

**COMMITTEE DECISION:** Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council to request approval for Mayor William J. Barlow, Jr. to sign an agreement between the City of Oswego and County of Oswego to reimburse the city for time spent by the Youth Activities Aide on the AmeriCorps grant program. Councilor McBrearty seconded the motion, unanimous approval.

***THE RESOLUTION THAT WAS PART OF THE MEETING WILL BE FORWARDED TO THE FULL COUNCIL.***

7. **Mayor William J. Barlow, Jr. requests discussion and approval to set a final public hearing on the City of Oswego Police Re-invention Collaborative Plan required by a NYS Executive Order.** Mayor Barlow stated that this topic has been highly publicized and previously mentioned in the hour and a half public forum that was held, but in short, because of an executive order signed by Governor Cuomo back in June, every law enforcement agency in the state has to conduct a Police Re-imagining exercise, called the Police Re-invention Collaborative. This order requires the city to develop a Police Reform Plan and submit it to the state. He revealed that if you don't participate or submit a plan, the executive order authorizes the state's Budget Director to condition your municipal aid based on your plan. So, in short that means if you don't do it you could have your whole municipal aid pulled or reduced. With that said, this plan is due April first, however the city is going to submit it early February. Mayor Barlow announced that back in November he appointed a Police Review Committee with several members made up of a diverse selection from the community and tasked them with reviewing the plan that OPD put together. Chief Cady and Deputy Chief Zach Misztal did a lot of work on this along with other members of the department, but also turned it over and got some feedback from the Committee members. He said that they had about a month before the public forum was held on the second week of December. At that forum the Mayor spent a good chunk of time providing some context on what the Police Department actually does besides arresting people, which took a bulk of the presentation. He then proceeded to go through a lot of the highlights and how people can submit public comments, ideas, questions, and concerns. Following that public forum, conversation was left open using email where people could submit their questions directly through this email box that was put up; [publiccomment@oswegony.org](mailto:publiccomment@oswegony.org). He noted that some comments were received from there and gave the public and the Police Review Committee all this time and aid to make any adjustments, changes, edits or bring up any concerns that they had before the plan was submitted on this agenda tonight for consideration. In addition to the Public Forum the Mayor wanted to take the entire plan through the



normal committee/council process, which isn't necessarily a requirement but he thinks it's important as well as to have a second public hearing along with the Public Forum that took place. The executive order states that you *should* include the public but it doesn't really specifically detail what that means. So, in addition to the public forum Mayor Barlow is asking the council tonight in addition to the committee approving this draft plan, to establish that second public hearing which will be voted on January 25<sup>th</sup>, and then have the public hearing two weeks from then. After which the council can take the final vote on whether to approve this plan and submit it to NYS or bring back any changes the council may vote to see by amendment or incorporate any public comment. He revealed that public comment to date has been relatively low following that public forum, but overall, looking at the attendance of the public forum and the public interaction with this plan, one can see that the overwhelming majority of Oswego Residents support law enforcement and support the Oswego Police Department. He stated that he thinks the plan takes that into account and acknowledges that, but certainly acknowledges there's always room to improve. Next, Mayor Barlow went into some highlights of the plan. He stated that the foundation of the plan is really an effort to bring the law enforcement closer to the community here in Oswego. There is a lot of dialogue that suggests it is police vs. us, and he does not think that's really relevant or in touch with the real world here in Oswego. Thus, the plan will work to build communication between Police and the community and improve relationships that will overall better serve Oswego residents. Mayor Barlow stated that the plan will incorporate mental health councilors to co-respond to mental health intervention calls (when appropriate, not on every call), which is one of the main points that has received a lot of support. Police will show up on the scene first and determine how safe and secure the scene is before having a health councilor walk into a room or building that may be dangerous. Next, he mentioned that the plan will require annual anti-bias de-escalation and minimization of force training mandatory. This is in their annual training currently, but it is not necessarily mandatory, so that will be required moving forward. Further, the plan will mandate a minimum number of hours for department foot and bike patrols. This is something that has gone through council a couple of times now in various forms, the Mayor said, whether its establishing quality of life patrols, funding quality of life patrols, or the bike school the department went through, it is thought that when it comes to improving communication and forming relationships, police officers need to be out of the vehicles and walking through parks and neighborhoods. With that said, they will mandate a minimum number of hours in the summer months when those patrols will be productive and the weather is nice and conducive to foot and bike patrols. Next for the highlights, the Mayor stated that they will launch the H.O.P.E. initiative to combat homelessness and poverty, which has been rising in the city for some time. The next highlight the Mayor mentioned was that they will participate in Service to Aid Families (SAF), which is a mechanism to follow up on police interaction. It is essentially customer service where they can follow up with anyone who has called in or witnessed an incident, placed the call for help themselves, or interacted with police and how they perceived that interaction and the level of service, in hopes to reduce recidivism. Further, they partnered with County District Attorney Greg Oakes on the Handle With Care Program for childcare support. The Mayor

stated that this is a program that works with children while they're in school and helps to recognize if they may be a victim of abuse or some other situation outside of school. Through proper techniques they can try and get the necessary information and give assistance to that child without exposing their identity to their teachers and classmates. Next, permanently assign an officer to the Community Policing Unit to coordinate the service provider groups. The Mayor further explained that they will dedicate a police officer on the Community Unit to form and improve more relationships with service provider groups, thus when somebody needs/wants help, the key contacts are known and that bridge can quickly be made for them. Next for the highlights, the Mayor stated that they will increase education and situational awareness training and implement smart technology training. This is really an investment for the Oswego City Police Department and their officers, offering a different kind of training with a more modern approach, where officers will be placed in real world situations in a video game and test how they react, virtually improving how they respond to certain situations. Furthermore, they will implement regular quality assurance surveys randomly through the department and for individual officers. This is a mechanism the department can use to randomly follow up on police interaction and grade the response to these certain calls and situations. Next, form consistent policy and a channel for citizens and internal complaints, creating a set process for any complaints to OPD so one can know where their complaint is going and how it is going to be handled. The last highlight the Mayor mentioned is that they will publicize all OPD policies and procedures including training on the city website. Last summer there seemed to be a lack of clarity on the level of training and policies and procedures all law enforcements have. However, they are proud of the training they go through annually, so that will be made public so that it is readily available knowledge on the website before any allegations are made. Chief Cady stated that the goal of this is mainly looking to work with all community partners and the state to make sure OPD is integrated with their services and they are integrated with OPD's services. Further building on the technology aspect, he mentioned, the department will make sure they are using cutting edge technology for training, in fact, they have an officer that's attending the de-escalation training to be a trainer, so she will be able to help build the program from what it currently is. This plan was definitely a team effort, Cady explained, the whole department put a lot of work into it, including Zach Misztal who was tasked to put most of it together. This plan is fairly comprehensive and hits all of the highlights, even though the Governor's executive order was kind of innocuous and there wasn't a lot of direction. Councilor Corradino asked if there was not a lot of guidance given, when this plan is submitted, how are they going to judge this plan and if there will be any kind of feedback. Chief Cady replied and stated that there was nothing in the plan or directions that said who is going to review it or when. Cady revealed that daily emails from different departments all over the state are asking to see other department's plans, so he thinks there are a lot of other agencies far behind the Oswego Police Department. Councilor McBrearty noted that she applauds that they are making de-escalation training part of the annual training regimen. She said in regard to integrating mental health into community services or patrol complaints, she does not see any additional training on the force with how to interact with people in those situations. Chief Cady stated that this will be part of their



de-escalation training. Every year OPD has training modules that they go through, this year, however, they have an instructor coming from an outside department that is very good with role playing and these types of scenarios, so the officers are going to work with them to learn how to interact appropriately in those situations. Liberty Resources, Cady continued, had a program where people can respond during business hours, but with grant funded programs they come and go. This program just started January 1<sup>st</sup>, and they are working towards that goal and that is the main reason why their Community Police Officer is going to meet with all of these agencies at their staff meetings almost weekly, just so they stay in contact and keep working towards this common goal.

**COMMITTEE DECISION:** Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to request approval to set a final public hearing on the City of Oswego Police Re-invention Collaborative Plan required by a NYS Executive Order. Councilor Hill seconded the motion, unanimous approval.

***THE CITY CLERK'S OFFICE WILL BE PREPARING THE RESOLUTION TO BE FORWARDED TO THE FULL COUNCIL.***

- 8. Police Chief, Phillip Cady requests discussion regarding the purchase of additional PowerDMS software to allow policies and procedures to be made available to the public per the City's Reinvention Plan.** Chief Cady stated that this is software that the council gave him permission to purchase last year. All of OPD's policies and procedures, and training materials are all moved online, in alignment with the Re-invention plan. Every time they update a policy it will be put on to the city website so nothing will be lost in translation.

**COMMITTEE DECISION:** Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council to request authorization for the City Chamberlain to complete a transfer of funds in the amount of \$1,500.00 for the purchase of additional PowerDMS Software. Councilor Hill seconded the motion, unanimous approval.

***THE RESOLUTION THAT WAS PART OF THE MEETING WILL BE FORWARDED TO THE FULL COUNCIL.***

- 9. Police Chief, Phillip Cady requests discussion regarding the upgrade of the department's Body Worn Camera system, and permission for Mayor William J. Barlow, Jr. to enter into a five (5) year contract with AXON.** Chief Cady mentioned that in 2018 the department purchased body cameras, however not all uniformed officers are assigned body cameras. Right now, the senior sergeants and investigators don't have them, so they started a conversation with AXON, the company that provides current body cameras. He mentioned that at present, the Oswego Police Department has AXON 2, however as technology rapidly changes and progresses, they have now developed a new product similar to a cell phone, AXON 3, and they are currently working on AXON 4. AXON has a five-year commitment contract where OPD will sign on to a fixed rate, and every two and a half years they

will be upgraded to the newest camera system that they have available, Cady explained. So, throughout this contract they will have two upgrades. When the current cameras were bought, OPD didn't sign onto any contract, but instead had to pay for yearly storage fees for the video. Cady revealed that every video, every interaction with the public, any crime, interview, etc. has to be saved and stored, causing the data charges to grow rapidly. He explained that this contract would lock OPD into a set amount with the first year costing \$45,000.00. Further, there is a \$10,000.00 refund from money that they would have paid this year for the current contract. After that, it's \$23,050.00 a year, for years two, three, four, and five. Cady mentioned that this would take care of all of the data storage, any new cameras, and warranty.

Interestingly, there is a transmitter that allows the cameras to automatically turn on when the overhead lights of the police cars turn on, taking away the worry for police officers to have to remember to turn their cameras on. Cady explained he thinks it's a good idea moving forward, knowing exactly what they have, what they need to spend and to know they will be upgraded to the newest technology every two years.

Councilor Corradino asked Chief Cady if this was budgeted for. Cady replied and stated that they only have a little over \$10,000.00 budgeted for the current storage they have through AXON. Corradino countered and asked if they plan on doing a budget amendment, to which Cady replied and explained that no, they do not plan on it, and that he is requesting that the Mayor can sign on to this contract so they can purchase it. Councilor McBrearty asked if this will allow all officers in the field to go out with body cameras. Cady said that from the rank of sergeant down, so he will not have one, Deputy Chief and the staff won't have one, but they are usually at their desk so wouldn't really have a use for them.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council to request authorization for the Mayor to enter into a five (5) year contract with AXON for body worn cameras and equipment and further authorize City Chamberlain to complete a budget amendment for same. Councilor Plunkett seconded the motion, unanimous approval.

***THE RESOLUTION THAT WAS PART OF THE MEETING WILL BE FORWARDED TO THE FULL COUNCIL.***

- 10. Police Chief, Phillip Cady requests discussion regarding the purchase of a DART Digital Training System from Digimation, as well as Smart Firearms Training Systems devices.** Chief Cady explained that this goes along with the Re-imagine plan. It is an virtual interactive training unit for the officers, much like a video game, where it places the officers in de-escalation scenarios, such as scenarios with people suffering with health issues, shoot or don't shoot scenarios, etc., and its constantly upgraded with different situations. The Smart Firearms, Cady explained, are the instruments used during this virtual training, since you cannot use real firearms, they provide faux firearms. Councilor Corradino wanted to clarify the total price, which is \$13,200.00 for the DART training and \$1,433.00 for the Smart Firearms.



**COMMITTEE DECISION:** Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to request authorization for the City Chamberlain to complete a transfer of funds in the amount of \$14,633.00 for the purchase of the DART Digital Training System and Smart Firearms Training System devices. Councilor Hill seconded the motion, unanimous approval.

***THE RESOLUTION THAT WAS PART OF THE MEETING WILL BE  
FORWARDED TO THE FULL COUNCIL.***

A motion to adjourn the meeting was made at 7:05 p.m. by Councilor Plunkett. A second was made by Councilor McBrearty, unanimous approval.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sydney Mangano". The signature is written in dark ink and includes a large, stylized loop at the end of the last name.

Sydney Mangano