

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
October 1, 2018**

Chairman Corradino called the meeting to order at 6:30 p.m. in the 2nd floor Common Council Chambers of City Hall.

MEMBERS PRESENT: Councilor Corradino, Councilor Hill, Councilor Tesoriero, and Councilor Wilmott.

OTHERS PRESENT: Councilor McBrearty; Councilor Gosek; Tory DeCaire, Police Chief; Kevin Caraccioli, City Attorney; Deborah Coad, City Chamberlain; Tom Kells, Commissioner of Public Works; and Justin Rudgick, Director of Community & Economic Development.

MEDIA PRESENT: Steve Yablonski, Oswego Daily News.

A motion to approve the minutes of September 17, 2018 was made by Councilor Tesoriero and seconded by Councilor Hill; minutes were approved by a unanimous vote.

I. OLD BUSINESS: There was no old business.

II. NEW BUSINESS:

Authorization:

1. The Wastewater Department requests authorization for Mayor William J. Barlow, Jr., to enter into a contract for Asset Registry/CMMS services with Brown and Caldwell in the amount of \$100,000.00. Ken Scherrieble said they went through three engineering firms and selected the best engineering firm for the job.

COMMITTEE DECISION: Councilor Wilmott made a motion to forward a favorable recommendation to the Full Council granting authorization for Mayor William J. Barlow, Jr., to enter into a contract for Asset Registry/CMMS services with Brown and Caldwell in the amount of \$100,000.00. Councilor Tesoriero seconded the motion, unanimous approval.

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

2. The Engineering Department request authorization to develop bid documents necessary for the replacement of 3 roofs for City owned facilities. Commissioner Kells said all of the roof replacements are necessary. Councilor Corradino asked if they will be done this year. Commissioner Kells said probably not. Councilor Hill said the three roofs are the Lift Station, the Water Treatment Plant and the High Dam Hydroelectric Power Station. Councilor Tesoriero asked if it was budgeted for this year. Commissioner Kells

said no. Councilor Tesoriero asked if it is budgeted for next year. Mrs. Coad said it is part of the Capital Plan so they will be adding it to the borrowing list.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting authorization to develop bid documents necessary for the replacement of 3 roofs for City owned facilities. Councilor Wilmott seconded the motion, unanimous approval.

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

3. The Engineering Department request Mayor William J. Barlow, Jr., be authorized to sign Change Order No. 1 for the 2018 Milling & Paving Project in the amount of \$22,152.25 for additional work. Councilor Tesoriero said he spoke to Bob Johnson who stated they found a lot less damage than previous years so this is a low amount compared to other years.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council authorizing Mayor William J. Barlow, Jr., to sign Change Order No. 1 for the 2018 Milling & Paving Project in the amount of \$22,152.25 for additional work. Councilor Hill seconded the motion, unanimous approval.

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

4. Thomas Kells, DPW Commissioner, requests blanket authorization to hold auctions through Auctions International anytime it is deemed necessary without the requirement of Council approval for each listing. Commissioner Kells said any kind of equipment or furniture that they no longer need they want to get rid of it and get some money back into the city. Councilor Corradino asked if they would be notified when there was going to be an auction. Commissioner Kells said absolutely.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting blanket authorization to hold auctions through Auctions International anytime it is deemed necessary without the requirement of Council approval for each listing. Councilor Hill seconded the motion, unanimous approval.

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

5. Randall Griffin, Fire Chief, requests an intra-departmental transfer of \$15,000.00 to update technology equipment and purchase other miscellaneous items. Assistant Chief

Chawgo said this is basically housekeeping. He said there are accounts with unspent funds and they would like to move those funds into accounts that are almost at zero.

COMMITTEE DECISION: Councilor Wilmott made a motion to forward a favorable recommendation to the Full Council authorizing an intra-departmental transfer of \$15,000.00 to update technology equipment and purchase other miscellaneous items. Councilor Tesoriero seconded the motion, unanimous approval.

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

6. The Wastewater Department is requesting authorization to hire GHD Engineering for the preparation of a Stormwater Pollution Prevention Plan (SWPPP) for the Westside Wastewater Plant (WWTP). The cost for this service would be \$6,700.00. Ken Scherrieble said this is a regulatory issue. He said there are new rules put in place for the Stormwater Pollution Prevention Plan so this would be updating the plan. He said GHD is the firm that would do the best job.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting authorization to hire GHD Engineering for the preparation of a Stormwater Pollution Prevention Plan (SWPPP) for the Westside Wastewater Plant (WWTP). Councilor Wilmott seconded the motion, unanimous approval.

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

7. The Engineering Department request Mayor be authorized to sign Change Order No. 1 in the amount of \$0.00 for the East Side Wastewater Treatment Plant Dewatering Equipment Replacement Project. Funds are provided from the allowance under BI-2A for Miscellaneous Additional Work. Ken Scherrieble said they just had to make some minor modifications to some of the electrical work.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council authorizing Mayor Barlow to sign Change Order No. 1 in the amount of \$0.00 for the East Side Wastewater Treatment Plant Dewatering Equipment Replacement Project. Councilor Tesoriero seconded the motion, unanimous approval.

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

8. Mayor William J. Barlow Jr. requests the Common Council's consideration of the proposed Fiscal Sponsorship Agreement to be entered into with the Victor Orlando

Woolson Foundation, Inc. (VOW) and the City of Oswego on behalf of the Oswego Police Department in order to help fund and support the Drug Abuse Resistance Education (D.A.R.E.) Program, administered locally by the OPD. Mr. Caraccioli said VOW approached Chief DeCaire with a proposal to enter into a fiscal sponsorship agreement. He said it would be setting aside money to help further support the DARE program. He said as the VOW Foundation gets money they would put it into a reserve fund for DARE. He said DARE has the right to submit a grant application for those funds and money would be released to the DARE program.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council authorizing the Fiscal Sponsorship Agreement to be entered into with the Victor Orlando Woolson Foundation, Inc. (VOW) and the City of Oswego on behalf of the Oswego Police Department in order to help fund and support the Drug Abuse Resistance Education (D.A.R.E.) Program, administered locally by the OPD. Councilor Wilmott seconded the motion, unanimous approval.

THE CITY ATTORNEY'S OFFICE WILL PREPARE THE RESOLUTION.

9. Thomas Kells, DPW Commissioner, request authorization for several transfers of funds for fire hydrants, equipment and upgrades at the Water Treatment Plant. Commissioner Kells said this money is from the Water Plant budget for utilities. He said the rate was low this year so there is some extra money in the account. He said the fire department is doing a study of the fire hydrants and would like to spend some of that money to replace hydrants. He said the rest will be used for necessary upgrades to the Water Treatment Plant to make it more efficient.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting authorization for several transfer of funds for fire hydrants, equipment and upgrades at the Water Treatment Plant. Councilor Hill seconded the motion, unanimous approval.

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

10. Justin Rudgick requests authorization for the City to provide a \$3,000 sponsorship for the CNY Great Pumpkin Festival scheduled to be held on Saturday, September 29th and Sunday, September 30th at Washington Square from 10 a.m. to 5 p.m. Justin Rudgick said this is a reoccurring city sponsorship for the CNY Pumpkin Fest. He said it is already allocated in the city budget.

COMMITTEE DECISION: Councilor Wilmott made a motion to forward a favorable recommendation to the Full Council authorizing the City to provide a \$3,000 sponsorship for the CNY Great Pumpkin Festival scheduled to be held on Saturday, September 29th and

Sunday, September 30th at Washington Square from 10 a.m. to 5 p.m. Councilor Hill seconded the motion, unanimous approval.

THE COMMUNITY DEVELOPMENT OFFICE WILL PREPARE THE RESOLUTION.

11. Justin Rudgick requests authorization for the City to contract with Jake Cooper to provide architectural services to prepare construction drawings for the Oswego Animal Shelter. Justin Rudgick said the city applied for the grant for New York State Companion Animal Capital Fund Improvement. He said it was to help deteriorating animal shelters. He said they received one of the 14 awards made. He said following the veterinarian guidelines there are a lot of deficiencies with the shelter. He said they will add three more quarantine rooms for sick animals. He said it is a \$652,000 project. He said they received a grant of \$489,000 and the city will match the difference of that. He said the next stage is to take the conceptual designs to a licensed architect to turn them into final designs and then turn them into construction documents. He said Mr. Cooper will take 4-8 weeks to create construction documents. He said he would like to get the documents out to bid in late winter for construction start in early spring. He said Mr. Cooper worked with the SPCA and he has done work in Oswego. Councilor Corradino said the amount will be \$15,700. Councilor Hill said because this is a professional service it is not required to go out to bid. Justin Rudgick said anything under \$20,000 doesn't require bid.

COMMITTEE DECISION: Councilor Wilmott made a motion to forward a favorable recommendation to the Full Council granting authorization for the City to contract with Jake Cooper to provide architectural services to prepare construction drawings for the Oswego Animal Shelter. Councilor Hill seconded the motion, unanimous approval.

THE COMMUNITY DEVELOPMENT OFFICE WILL PREPARE THE RESOLUTION.

A motion to adjourn the meeting was made at 6:55 p.m. by Councilor Tesoriero. A second was made by Councilor Wilmott, and was unanimously approved.

Respectfully Submitted,

Mary M. Annal
Recording Secretary