

**ADMINISTRATIVE SERVICES  
COMMITTEE MEETING  
October 4, 2021**

Chairman Corradino called the meeting to order at 6:39 p.m.

***MEMBERS PRESENT:*** Councilor Corradino, Councilor Hill, Councilor Burrridge, Councilor McBrearty and Councilor Plunkett.

***OTHERS PRESENT:*** Councilor Gosek; Councilor Walker; Christopher Baker, Director of Information Technology; Deborah Coad, City Chamberlain; Jeff McGann, Permit Administrator, Mayor William J. Barlow, Jr.

***MEDIA PRESENT:*** No media present.

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

A motion to approve the minutes of the September 20, 2021 meeting 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 execute an agreement with Barton & Loguidice, D.P.C. for engineering services for the Oswego West Linear Riverwalk Project in connection with flood damage from the 2017 FEMA Flood Disaster #37188 and authorization for City Chamberlain, Deborah Coad, to advance funds in the amount of \$109,000.00.** Mayor Barlow explained that in 2017 the City of Oswego was awarded a FEMA declaration for \$1.738 million for the West Linear Riverwalk because of the flooding and high-water damage. He said we have engaged with Barton and Loguidice to put together a proposal to fix the damage that's been done over the past few years because of the flooding as well as to redesign the area behind the post office and by the pavilion. The proposed fee to hire Barton and Loguidice for their design work is \$109,000.00, and that will be reimbursed from the \$1.738 million FEMA declaration. The declaration is 75% funded by FEMA, 12.5% funded by the state, and then we are responsible for the other 12.5%. Councilor Gosek expressed how happy he is to finally see things getting fixed up, noting that our waterfront is one of the most noteworthy parts of Oswego. He asked what the projected timeframe on this project is. The Mayor stated that he tries to push these projects as quickly as he can, but once this gets approved, they'll start the designing process. While 2022 is the goal, after it's all said and done, we are most likely looking at 2023 for physical work to actually be finished.

**COMMITTEE DECISION:** Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council the request from Mayor William J. Barlow, Jr. for authorization to execute an agreement with Barton & Loguidice, D.P.C. for engineering services for the Oswego West Linear Riverwalk Project in connection with flood damage from the 2017 FEMA Flood Disaster #37188 and authorization for City Chamberlain, Deborah Coad, to advance funds in the amount of \$109,000.00. Councilor BurrIDGE seconded the motion, unanimous approval.

***THE RESOLUTION WILL BE PREPARED BY THE ENGINEERING DEPARTMENT TO BE FORWARDED TO THE FULL COUNCIL***

2. **Mayor William J. Barlow, Jr. requests several transfers of funds within the Oswego Police Department, in the total amount of \$45,000.00, and a budget amendment in the amount of \$75,000.00 to A.3120.0102, to fund additional police coverage for special events, enforcement details, investigations and other initiatives as assigned.** Mayor Barlow stated that out of the \$120,000.00 (the \$45,000.00 transfers of funds + \$75,000.00 budget amendment), \$45,000.00 of that is already budgeted money that they are looking to transfer into the fund that can be used to increase staffing on each shift and fund investigations and enforcement details. The reason there are extra funds available and we're able to transfer the \$45,000.00 is due to instances where trainings have been canceled or postponed due to COVID, and also because there were some technology purchases that were planned to be made using the OPD account, but they ended up being made by the Technology Department instead. Those leftover funds are the funds they would like to transfer, and there is also a \$75,000.00 budget amendment to supplement that. He explained back in 2019 they did something similar where they completed a budget amendment for \$90,000.00 to support Quality of Life patrols, foot patrols, bike patrols, special event coverage, etc., usually at his or the Councilor's request. He stated that doubling the amount of police officers on shift has had great results, especially when specific troublesome areas are focused in on to resolve any issues quickly and effectively. He stated that they are hoping to use this funding by the end of 2021 if the calendar allows. In addition to increasing the amount of foot patrols, quality of life patrols, etc. in the neighborhoods, they will also tackle homelessness in the city. There have been a lot of complaints coming in where people are expressing concern over the increase of homeless people in the parks and downtown. Mayor Barlow revealed that he would point to the bail reform and the changes made at the state level, because traditionally, these people are the folks who would be locked up in jail and now they're not in jail and awaiting trial, so they're out wandering around downtown and in the parks. He highlighted the case in July of 2021 where the one individual was arrested 16 times in four days. That's an individual that walked around Stewarts, Big M, and the Westside Byrne Dairy who, after the third or fourth arrest, would have been in jail awaiting trial, but now he's walking around the city. Multiply that instance by several dozen people and you can see why there seems to be an increase of homeless people in the city. Increasing the number of officers on duty each shift will combat this issue by approaching those people and try to get them connected to services and off the streets.



Additionally, they would like to increase the amount of attention that we're giving to some Drug Enforcement patrols and investigations as they come up.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council the request from Mayor William J. Barlow, Jr. for several transfers of funds within the Oswego Police Department, in the total amount of \$45,000.00, and a budget amendment in the amount of \$75,000.00 to A.3120.0102, to fund additional police coverage for special events, enforcement details, investigations and other initiatives as assigned. Councilor Plunkett seconded the motion, unanimous approval.

***THE RESOLUTION WILL BE PREPARED BY THE POLICE DEPARTMENT  
TO BE FORWARDED TO THE FULL COUNCIL***

3. **The Engineering Department requests the Common Council approve the low bid submitted by Brown and Caldwell in the amount of \$75,000.00 for engineering services for the West Side Wastewater Treatment Plant Infrastructure Project.** Jeff Hinderliter, City Engineer, clarified that Brown and Caldwell is not actually the low bid, but they are going to disqualify Jacob's bid (the low bid), primarily because they do lowest qualified bidder for their consultants and they review their proposals, and in general, after reviewing Jacob's proposal, he doesn't think they understood what we were asking for. Jacobs billed us in their proposal for 120 hours' worth of work, while Brown and Caldwell billed us for their proposal for over 500 hours of work, and same with GHD. He explained he believes Jacobs failed to understand the magnitude of work that was being requested of them. This is related to this the Engineering Planning Grant that the city was awarded, which is a grant that allows us to hire a firm to put together an DFC report and allows us to go for grant funding for larger projects. The project that we're looking at having them do is some facility modeling internally in the plant to try to identify the sources of our violations. We have our secondary clarifiers that are repeat offenders for RDC violations and some discrete analysis needs to occur on why that's happened. He said they have tried this before a number of years ago and they hired CNS companies to solve this problem, but the problem is still persisting. The Camden Group has worked hard at the facility and they've optimized it as best as they can. Now, the next step is to find out from an engineering perspective if there is anything we can do in our process and any retrofits that we can do to the clarifiers to prevent these violations from happening because each one represents a fine and that's what raises the radar. Hinderliter recommends they go with Brown and Caldwell's bid as they are the next lowest bid and are highly qualified as they've done an asset management plan for the facility before and they're extremely familiar with the Westside Plant. In regard to the funding, the grant was for \$30,000.00, but we also have a \$6,000.00 match in there, so, we actually get \$24,000.00. We will be making up the remainder of that using our sewer fund.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council the request from the Engineering Department for the Common Council to approve the low bid submitted by Brown and Caldwell in the amount of \$75,000.00 for engineering services for the West Side Wastewater Treatment Plant Infrastructure Project. Councilor McBrearty seconded the motion, unanimous approval.

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

4. **The Engineering Department requests the Common Council approve the declaration of the West Side Wastewater Treatment Plant Infrastructure Project as a Type II Action under the New York SEQR Act.** Hinderliter spoke on the next six items under this item. He explained that as part of the EFC funding, the city needs to pass a number of resolutions in order to get the grant funding and part of that is completing the SEQR process. There are two sets of projects here; one is the Engineering Planning Grant, and the other will be the Green Infrastructure Grant that the city also received, which was worth \$1,000,000.00, for the Eastside Plant, which is particularly dealing with an aeration project. We are declaring both of these projects to be Type-II Actions, which means they are exempt from SEQR categorically, and there's no further environmental action required on our part for these projects. There is also a resolution for each project that puts Hinderliter as the official designee. This allows the EFC to communicate with him and allows him to work through the process and the project to act as that contact person. It does not authorize him to sign official contracts with the city, which rests in the Mayor and the Council's hands. The final type of resolution is a financing resolution which is getting the money and approvals in place for the project so that EFC knows we're financially committed to getting the work done. The two projects that these comprise are the Engineering Planning Grant on the Westside and an aeration project on the Eastside, that is going to ultimately save the city money. He explained that we have aeration tanks where we process our waste and the idea is that it introduces oxygen into the process. Those blowers run 24/7, every day of the year, so any energy improvement we can do on those elements the city will see real savings.

**COMMITTEE DECISION:** Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council the request from the Engineering Department for the Common Council to approve the declaration of the West Side Wastewater Treatment Plant Infrastructure Project as a Type II Action under the New York SEQR Act. Councilor Burrige seconded the motion, unanimous approval.

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



5. **The Engineering Department requests the Common Council designate City Engineer, Jeff Hinderliter, to act as the Authorized Representative for the West Side Wastewater Treatment Plant Infrastructure Project.** This item was covered under item No. 4.

**COMMITTEE DECISION:** Councilor Burrridge made a motion to forward a favorable recommendation to the Full Council the request from The Engineering Department for the Common Council to designate City Engineer, Jeff Hinderliter, to act as the Authorized Representative for the West Side Wastewater Treatment Plant Infrastructure Project. Councilor Hill seconded the motion, unanimous approval.

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

6. **The Engineering Department requests a budget amendment in an amount not to exceed \$51,000.00, to be used towards the local match of the NYS Environmental Facilities Corporation Wastewater Infrastructure Engineering Planning Grant that the City was awarded for the Westside Wastewater Treatment Plant Infrastructure Project.** This item was covered under item No. 4.

**COMMITTEE DECISION:** Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council the request from the Engineering Department for a budget amendment in an amount not to exceed \$51,000.00, to be used towards the local match of the NYS Environmental Facilities Corporation Wastewater Infrastructure Engineering Planning Grant that the City was awarded for the Westside Wastewater Treatment Plant Infrastructure Project. Councilor Plunkett seconded the motion, unanimous approval.

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

7. **The Engineering Department requests the Common Council approve the declaration of the East Side Wastewater Treatment Plant Green Innovation Project as a Type II Action under the New York SEQRA Act.** This item was covered under item No. 4.

**COMMITTEE DECISION:** Councilor Burrridge made a motion to forward a favorable recommendation to the Full Council the request from the Engineering Department for the Common Council to approve the declaration of the East Side Wastewater Treatment Plant Green Innovation Project as a Type II Action under the New York SEQRA Act. Councilor Hill seconded the motion, unanimous approval.

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

8. **The Engineering Department requests the Common Council designate City Engineer, Jeff Hinderliter, to act as the Authorized Representative for the East Side Wastewater Treatment Plant Green Innovation Project.** This item was covered under item No. 4.

**COMMITTEE DECISION:** Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council the request from the Engineering Department for the Common Council to designate City Engineer, Jeff Hinderliter, to act as the Authorized Representative for the East Side Wastewater Treatment Plant Green Innovation Project. Councilor Hill seconded the motion, unanimous approval.

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

9. **The Engineering Department requests a budget amendment in an amount not to exceed \$1,094,000.00, to be used towards the local match of the NYS Environmental Facilities Corporation Green Innovation Grant that the City was awarded for the East Side Wastewater Treatment Plant Green Innovation Project.** This item was covered under item No. 4.

**COMMITTEE DECISION:** Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council the request from the Engineering Department for a budget amendment in an amount not to exceed \$1,094,000.00, to be used towards the local match of the NYS Environmental Facilities Corporation Green Innovation Grant that the City was awarded for the East Side Wastewater Treatment Plant Green Innovation Project. Councilor Burrige seconded the motion, unanimous approval.

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

10. **The Department of Public Works is requesting the City Chamberlain be authorized for continued use of the Ice Rink Capital Reserve for payments to William Scotsman for trailer/locker room rental and to Spectrum for internet service.** Councilor Corradino stated that this request is self-explanatory and we simply need to pay for these particular items and it comes out of the Ice Rink Capital Project Reserve Account.

**COMMITTEE DECISION:** Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council the request from the Department of Public Works for the City Chamberlain to be authorized for continued use of the Ice Rink Capital Reserve for payments to William Scotsman for trailer/locker room rental and to Spectrum for internet service. Councilor Hill seconded the motion, unanimous approval.

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


11. **The Zoning and Planning Department requests a budget amendment to the Zoning Board Contracted Services Account, A.8010.0440 in the amount of \$14,683.95, for new carpet and flooring for the Third Floor of Oswego City Hall.** Jeff McGann explained that they are looking for a budget amendment in the total amount of \$14,683.95 for new flooring on the third floor of City Hall. He stated that the flooring is completely outdated and in bad shape so they are requesting to replace all of the flooring from the elevator all the way throughout the common area and throughout the Planning and Zoning office. Councilor Corradino asked if the flooring was the original flooring from the 1980s. McGann said he would not be surprised one bit. Councilor Hill disclosed that the flooring company that will be hired to do the work is his uncle, however, he has no financial interests and no connection to the business so he will be voting on the item.

**COMMITTEE DECISION:** Councilor Burrige made a motion to forward a favorable recommendation to the Full Council the request from the Zoning and Planning Department for a budget amendment to the Zoning Board Contracted Services Account, A.8010.0440, in the amount of \$14,683.95, for new carpet and flooring for the Third Floor of Oswego City Hall. Councilor Plunkett seconded the motion, unanimous approval.

***THE RESOLUTION WILL BE PREPARED BY THE PLANNING AND ZONING  
DEPARTMENT TO BE FORWARDED TO THE FULL COUNCIL***

A motion to adjourn the meeting was made at 6:59 p.m. by Councilor McBrearty. A second was made by Councilor Hill, unanimous approval.

Respectfully Submitted,

  
Sydney Mangano