

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
November 18, 2019**

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 DeMassi, Councilor Hill, Councilor Tesoriero, and Councilor Wilmott.

OTHERS PRESENT: Councilor McBrearty; Councilor Gosek; Kevin Caraccioli, City Attorney; Justin Rudgick, Director of Community & Economic Development.

MEDIA PRESENT: Steve Yablonski, Oswego Daily News.

A motion to approve the minutes of November 4, 2019 meeting was made by Councilor Hill and seconded by Councilor Tesoriero; minutes were approved by a unanimous vote.

OLD BUSINESS: There was no old business.

NEW BUSINESS:

1. Thomas Kells, Commissioner of Public Works and Parks and Recreation, requests that Valley Locksmith be named sole contractor for locksmith work for the City of Oswego. Kevin Caraccioli said that the City of Oswego has used Valley Locksmith for a number of years and as a result the company has proprietary/confidential information on security systems for locking mechanisms and property in the City of Oswego. He said the Commissioner found it important that the City enters into a contract with this company providing sole locksmith services for the City of Oswego. He said that this is a professional service according to the City's procurement policies. He said Valley Locksmith has been in business for many years and that they are located in Fulton. He said that their proprietor is Richard Rebeor who has a distant relationship to an employee in the DPW, Craig Rebeor. He said that he looked into this further and reached out to various parties to find out what the relationship was and it was confirmed that they were distant cousins but that they do not have a social or family relationship. He said most importantly, Craig does not work in any way for Valley Locksmith. He said that if the Council does choose to go through with Valley Locksmith he would recommend that the City enters into an agreement that could be terminated. Councilor Hill asked if the City should build in a requirement for an insurance policy in case anything happens

with the Company having so much access/information for the City. Kevin Caraccioli said, yes, that would be part of the agreement. Councilor Corradino said that when he talked to the Commissioner it was confirmed that other companies were looked at as well but Valley Locksmith proved themselves to be a reputable company.

COMMITTEE DECISION: Councilor Wilmott made a motion to forward a favorable recommendation to the Full Council to authorize the request that Valley Locksmith be named sole contractor for locksmith work for the City of Oswego. Councilor DeMassi 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 6:05 p.m. by Councilor Hill. A second was made by Councilor Tesoriero, and was unanimously approved.

Respectfully Submitted,

Brooke Fitzgerald
Recording Secretary