

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
November 19, 2018**

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

Councilor DeMassi was excused from the meeting.

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

OTHERS PRESENT: Councilor McBrearty; Councilor Gosek; Nancy Sterio, Personnel Director; Kevin Caraccioli, City Attorney; Deborah Coad, City Chamberlain; Tom Kells, Commissioner of Public Works; and Randall Griffin, Fire Chief.

MEDIA PRESENT: Steve Yablonski, Oswego Daily News; Matthew Ritz, Palladium Times.

A motion to approve the minutes of November 5, 2018 was made by Councilor Tesoriero and seconded by Councilor Wilmott; minutes were approved by a unanimous vote.

I. OLD BUSINESS: There was no old business.

II. NEW BUSINESS:

Authorization:

1. Nancy Sterio, Personnel Director and as Chairman of the Procedure Review Committee, requests for the review and authorization for Mayor Barlow to sign the new Travel Policy. Ms. Sterio said they are at the point where they are ready to bring this before the Common Council for review and approval. She said the approval process is going to change in that only requests that require travel using city grant money or if it exceeds the budget line item will come back to the Common Council for approval. She said otherwise the department head will have that approval. She said if department heads are traveling there is a requirement for them to notify the Mayor and the Chairman of the Administrative Services Committee. She said they also more clearly defined travel during the normal course of business. She said they are going to begin using the GSA federal guidelines for per diems for meals and lodging. She said they added department head and Chamberlain approval for cash advances. She said they are going to be adding travel cards for the biggest users freeing up the city's credit card for other purposes. Councilor Tesoriero asked if this is for budgeted travel. Ms. Sterio said yes.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting authorization for Mayor Barlow to sign the new Travel Policy. Councilor Wilmott seconded the motion, unanimous approval.

THE PERSONNEL DEPARTMENT WILL PREPARE THE RESOLUTION.

2. Nancy Sterio, Personnel Director and as Chairman of the Procedure Review Committee, requests for the review and authorization for Mayor Barlow to sign the new Credit Card Policy. Ms. Sterio said there is a change in the first paragraph where they are going to delete travel has to be approved by the Common Council. She said most of the responsibilities will be shifted from the purchasing office to the City Chamberlain's office. She said the city credit card will be issued and held by the City Chamberlain in the amount of \$10,000. She said travel cards will be issued to the City Chamberlain, the Fire Chief, the Personnel Director and the Police Chief in the amount of \$5,000 each. She said these individuals will be responsible for reconciling monthly statements and preparing vouchers for payments.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting authorization for Mayor Barlow to sign the new Credit Card Policy. Councilor Hill seconded the motion, unanimous approval.

THE PERSONNEL DEPARTMENT WILL PREPARE THE RESOLUTION.

3. Robert Corradino, Council President, requests discussion on filling a vacancy that currently exists on the City of Oswego Board of Assessment Review. William G. Mercier would like to be reappointed to the Board. Councilor Corradino said he spoke to Susan Deary about this. He said Mr. Mercier has been on the Board for three terms and was also a city councilor. He said she supports reappointing him.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting approval to reappoint William G. Mercier to the City of Oswego Board of Assessment Review. Councilor Hill seconded the motion, unanimous approval.

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

4. Tom Kells, DPW Commissioner, requests the City Chamberlain be authorized to submit a 25% down payment (\$121,332.25) for the DPW fuel tanks approved by the Common Council at the last Council meeting in order to receive a 5% discount (\$9,524.40) on the overall purchase price. Councilor Corradino asked if they have the 25%. Mrs. Coad said it is part of the capital project and they will just advance it.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting authorization for the City Chamberlain to submit a 25% down payment (\$121,332.25) for the DPW fuel tanks approved by the Common Council at the last Council meeting in order to receive a 5% discount (\$9,524.40) on the overall purchase price. Councilor Hill seconded the motion, unanimous approval.

THE DEPARTMENT OF PUBLIC WORKS WILL PREPARE THE RESOLUTION.

A motion to adjourn the meeting was made at 6:39 p.m. by Councilor Hill. A second was made by Councilor Tesoriero, and was unanimously approved.

Respectfully Submitted,

Mary M. Annal
Recording Secretary