

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
November 2, 2020**

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

MEMBERS PRESENT: Councilor Corradino, Councilor Burridge, Councilor Hill, Councilor McBrearty, and Councilor Plunkett.

OTHERS PRESENT: Councilor Walker; Councilor Gosek; Christopher Baker, Director of Information Technology; Kevin Caraccioli, City Attorney; Jeff Hinderliter, City Engineer; Randall Griffin, Fire Chief; Phillip Cady, Police Chief; Mayor William J. Barlow Jr.; Nate Emmons, Director of Community Development

MEDIA PRESENT: Matthew Reitz, Palladium Times.

OLD BUSINESS: There was no old business.

A motion to approve the minutes of October 19, 2020 was made by Councilor Burridge and seconded by Councilor Plunkett. Minutes were approved by a unanimous vote.

NEW BUSINESS:

1. Mayor William J. Barlow Jr., requests authorization to enter into a short-term lease agreement with CiTi BOCES to utilize the third floor of the Conway Building for the New Visions program. The Mayor said that the third floor of the Conway Building was recently vacated, so there is now open space available. He said that CiTi BOCES heard about this open space and they were interested in using it to space out their New Visions students a bit more to comply with social distancing rules due to COVID-19. CiTi BOCES asked if they could put around 30 students on the third floor of the Conway Building, which the Mayor thought was convenient since they are law enforcement and healthcare students and it is walking distance from the Oswego Hospital. The Mayor mentioned that the City has a good relationship with CiTi BOCES, recalling that a couple of years ago the City teamed up with CiTi BOCES' and some of the students demolished homes within the city. He said by allowing them to utilize this space the City will maintain and continue that good relationship. The Mayor stated that as the proposal exists now, this solution is temporary and it will go through June and will have to be reevaluated then. Councilor Corradino asked the Mayor to clarify that this is at zero cost, to which the Mayor confirmed that it is at no cost to the City.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to request authorization to enter into a short-term lease agreement with CiTi BOCES to utilize the third floor of the Conway Building for the New Visions program. Councilor McBrearty seconded the motion, unanimous approval.

THE CITY ATTORNEY WILL PREPARE THE RESOLUTION.

2. Mayor William J. Barlow Jr., requests authorization to expand the existing lease agreement with the State of New York Unified Court System to include a section of the third floor of the Conway Building. The Mayor stated that the Court System heard about the available space on the third floor of the Conway Building and were interested, as they are in need of space for one conference room, two bathrooms and one small office. He

said once they approached him about this space after speaking with CiTi BOCES, they determined how much space CiTi BOCES would need, in comparison to how much space the Court System would need, so it could be worked out for both the Court System and CiTi BOCES simultaneously. He further stated that there were specifics listed in the attachment provided and that this is at no cost to the City.

COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council to request authorization to expand the existing lease agreement with the State of New York Unified Court System to include a section of the third floor of the Conway Building. Councilor Hill seconded the motion, unanimous approval.

THE CITY ATTORNEY WILL PREPARE THE RESOLUTION.

3. Mayor William J. Barlow, Jr., requests authorization to institute a “mini grant” program, providing grants to small businesses in the City of Oswego related to the Tree Lighting event and proposed storefront enhancements for the holiday season. The Mayor said that this program would be funded from some event funding that was left over from events that were budgeted for 2020 but canceled due to COVID-19. He said this program will allow businesses in the City of Oswego to apply for \$100 grants for Christmas decorations. He stated that this is a small incentive and that businesses are already struggling with reduced business due to COVID-19, and if this grant program is approved hopefully these small businesses, particularly downtown, will be motivated to decorate their storefront and it would help build their holiday spirit during this weird time. He said in doing this he hopes the community will feel a sense of pride, and it will make downtown feel festive during the holidays. He mentioned later this month there will be a decoration contest for both businesses and homeowners, so this grant can help their efforts there as well. He said that they will be putting together the application and that anyone, not just downtown business owners, can apply. Councilor Burrige wanted to clarify the quantity and dollar amount of each grant, to which the Mayor replied that there are fifteen \$100 grants, utilizing a total dollar amount of \$1,500. He said that if there is a high demand that they may be able to come back for a bit more funding. Councilor Burrige asked if it was first come, first serve, to which the Mayor responded by saying that it was basically first come, first serve, but the more detailed the applicants can be, the more competitive their application will be, increasing the likelihood they receive the grant.

COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council to request authorization to institute a “mini grant” program, providing grants to small businesses in the City of Oswego related to the Tree Lighting event and proposed storefront enhancements for the holiday season. 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 approval of Change Order No. 13 for the contract with Marcellus Construction, Co., Inc. for the Combined Sewer Separation –Third 25% EFC Project No. C7-6344-19-08 in the amount of \$0 for additional work. Jeff Hinderliter stated that the project is winding down, and that these change orders are related to the final push on paving. He said for Change Order No. 13, there is a shared private sewer that runs between West Third and Fourth Street, North of Seneca Street, and that the City does not maintain it, and the condition of it is questionable. He said that before it becomes a real issue, and before the streets are paved, they decided that they will preemptively install laterals

in confirmed houses and make it easier for future repairs, should problems arise. Hinderliter further stated that there is an area on West Seneca Street that they had to repair, indicating that there are costs to accomplish this, and repave the spot. He said this Change Order is \$18,406.99, and they attempted to stay under a certain threshold, so they do not have to go through a refitting process. He stated that the next item on the agenda, Change Order No. 14, is a bit larger because they noticed after they milled out Third Street, that half the block ended up being damaged, and instead of simply covering up the issue, we want to fix the problem the right way, so you will see the second Change Order No. 14 is for a total of \$40,369.81. He stated that \$30,000 plus of that is to rebuild half of the street, while the rest is for minor repairs and a few laterals. Councilor Corradino mentioned that problems are inevitable, as they are working on the oldest part of the City, and that it sounds like they are doing a great job of taking care of those issues. Hinderliter responded by stating in consideration of the scope of the project, they only missed two laterals in the entire job, and only had to reconstruct half a block, and they are fortunate in the way the project is turning out. Councilor Corradino stated that they have done a good job at not going over budget, to which Hinderliter replied by stating that GHD has done a great job estimating and managing.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to request approval of Change Order No. 13 for the contract with Marcellus Construction, Co., Inc. for the Combined Sewer Separation – Third 25% EFC project No. C7-6344-19-08 in the amount of 0\$ 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.

5. The Engineering Department requests approval of Change Order No. 14 for the contract with Marcellus Construction, Co., Inc. for the Combined Sewer Separation – Third 25% EFC Project No. C7-6344-19-08 in the amount of \$0 for additional work. Councilor Corradino mentioned that the City Engineer already outlined the costs of this Change Order in the previous item, and proceeded to ask if anyone had any comments or questions, and saw none.

COMMITTEE DECISION: Councilor Burrige made a motion to forward a favorable recommendation to the Full Council to request approval of Change Order No. 14 for the contract with Marcellus Construction, Co., Inc. for the Combined Sewer Separation – Third 25% EFC project No. C7-6344-19-08 in the amount of 0\$ for additional work. Councilor Plunkett seconded the motion, unanimous approval.

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

6. Fire Chief, Randall B. Griffin, requests authorization for the City Chamberlain to complete an intra-departmental transfer of funds from multiple accounts to cover miscellaneous purchases. Randall Griffin stated this is regarding relocating department issued funds and distributing them in order to allow the Fire Department to purchase items that were unforeseen in May last year. He mentioned that one of the biggest items is another Thermal Imaging Camera, and he said they recently purchased one, however since then, another one broke. He stated that in approving this, it will allow the Fire Department to buy the items now rather than waiting until next year. Councilor Corradino stated that he spoke with the City Chamberlain and she reviewed and approved this request.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council the request for the City Chamberlain to complete an intra-departmental transfer of funds from multiple accounts to cover miscellaneous purchases. Councilor McBrearty seconded the motion, unanimous approval.

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

7. Police Chief, Phillip Cady, requests authorization for the City Chamberlain to complete an intra-departmental transfer of funds to cover the equipment costs for outfitting the new fleet vehicle. Phillip Cady said that the police vehicle that was purchased showed up two months earlier than it was supposed to, and if this request is approved it will allow the Police Department to set it up now, rather than later. Councilor Corradino stated that the City Chamberlain reviewed and approved this request.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council the request for the City Chamberlain to complete an intra-departmental transfer of funds to cover the equipment costs for outfitting the new fleet vehicle. Councilor Plunkett 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 an executive session to discuss proposed, pending or current litigation.

Councilor Hill made a motion to call for a recess and enter into executive session at 6:46 p.m. Councilor Burrige seconded the motion, unanimous approval.

A motion to reconvene was made at 7:18 p.m. by Councilor Hill. A second was made by Councilor McBrearty, unanimous approval.

COMMITTEE DECISION: No action was taken.

A motion to adjourn the meeting was made at 7:18 p.m. by Councilor Hill. A second was made by Councilor Burrige, unanimous approval.

Respectfully Submitted,

Sydney Mangano