

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
November 4, 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.

Councilor McBrearty was excused

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

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

A motion to approve the minutes of October 21, 2019 meeting was made by Councilor Hill and seconded by Councilor DeMassi; minutes were approved by a unanimous vote.

OLD BUSINESS: There was no old business.

NEW BUSINESS:

1. Deborah Coad, City Chamberlain, requests authorization to complete the necessary accounting procedures to bring all ledger into balance for fiscal year 2019. Deborah Coad said that this was a standard housekeeping resolution.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council to authorize Deborah Coad to complete the necessary accounting procedures to bring all ledger into balance for fiscal year 2019. Councilor Wilmott seconded the motion, unanimous approval.

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

2. Randall B. Griffin, Fire Chief, requests an intra-departmental transfer to make necessary emergency HVAC repairs at the Eastside Fire Station. Chief Chawgo said that the Fire Department has a small leftover amount in the Training section of their budget that they would like to move over to Contracted Services. He said they would like to do this in order to pay for repairs to the HVAC unit.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council to authorize an intra-departmental transfer to make necessary emergency HVAC repairs at the Eastside Fire Station. Councilor Hill seconded the motion, unanimous approval.

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

3. The Office of Economic Development requests that the Mayor be authorized to enter into an agreement with Bergmann Architects, Engineers & Planners for professional services for the new pavilion at Breitbeck Park. Justin Rudgick said that with previous CFA funding the City applied with the office of New York State Office of Parks for funding for a new playground at Breitbeck, as well as a two-story pavilion. He said part of the funding for the two-story pavilion will be reallocated from the previous award which was the Marina Improvement Project. He said they are shifting \$350,000 from that project over to supplement the two-story pavilion and that there also be local funds going into that project as well. He said that most of the funding would go towards the new playground if they do get the funding from the New York State Department of Parks. He said that the Mayor finds it important that they keep moving forward with this so that they can get it out to bid and secure competitive bidding.

COMMITTEE DECISION: Councilor Wilmott made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to enter into an agreement with Bergmann Architects, Engineers & Planners for professional services for the new pavilion at Breitbeck Park. Councilor DeMassi seconded the motion, unanimous approval.

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

4. The Office of Economic Development requests that the Council accept the funding awarded to the City of Oswego towards the Oswego City Hall Preservation project and authorize the Mayor to enter into a "Master Contract" for the project. Justin Rudgick said that the City of Oswego was awarded \$500,000 to go towards the preservation of City Hall. He said that they are currently in the process of finalizing the construction

drawings and will soon put it out to bid. He said that part of the agreement with the State is that the City needs a separate resolution to accept the funds and enter into a Master Contract. He said that this project will also include the elevator shaft in City Hall as well. Councilor Gosek said that City Hall is very rich in history and he is very excited about this so that the City can further preserve this building.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to accept the funding awarded to the City of Oswego towards the Oswego City Hall Preservation project and authorize the Mayor to enter into a “Master Contract” for the project. Councilor DeMassi seconded the motion, unanimous approval.

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

5. Thomas Kells, Commissioner of Public Works and Parks and Recreation, requests a transfer of funds from various accounts within the department. Councilor Corradino said that this is standard bookkeeping.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council to a transfer of funds from various accounts within the department. Councilor Wilmott seconded the motion, unanimous approval.

THE RESOLUTION WILL BE PREPARED BY THE DEPARTMENT OF PUBLIC WORKS.

6. The Wastewater Department requests authorization for the City Chamberlain to make the appropriate transfers from the Contingency Fund and within the Wastewater Departments Budget. John McGrath said that for the past three years the Mayor was able to enter into an agreement with the County so that they had a tradeoff, the county would bring the City their leechi and the City brings them sludge from the Wastewater Plant. He said that this transfer will be used for Sludge Disposal. In regards to the equipment account transfer he said that they have been involved with the Strategic Energy Advantage Project and they would like to make this transfer to fund LED lightbulbs. Deborah Coad said that she would like to clarify that it does not go into Contingency.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to authorize the City Chamberlain to make the appropriate transfers from the Contingency Fund and within the Wastewater Departments Budget. Councilor DeMassi seconded the motion, unanimous approval.

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

7. The Water Department requests that the City Chamberlain make the appropriate transfer of funds within the Water Department's Budget for the purchase of Turbidity Meters and Chlorine Injectors. John McGrath said that Turbidity Meters measure clarity of the water and that the meters that are in place right now need to be replaced. He said that Chlorine Injectors are items that need to be replaced every once in a while.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to authorize the City Chamberlain make the appropriate transfer of funds within the Water Department's Budget for the purchase of Turbidity Meters and Chlorine Injectors. 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 6:40 p.m. by Councilor Gosek. A second was made by Councilor DeMassi, and was unanimously approved.

Respectfully Submitted,

Brooke Fitzgerald
Recording Secretary