

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
November 5, 2018**

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; Deborah Coad, City Chamberlain; Tom Kells, Commissioner of Public Works; Randall Griffin, Fire Chief; and Tom Reynolds, Assistant City Attorney.

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

A motion to approve the minutes of October 15, 2018 was made by Councilor Wilmott and seconded by Councilor Hill; minutes were approved by a unanimous vote.

I. OLD BUSINESS: There was no old business.

II. NEW BUSINESS:

Authorization:

1. Deborah Coad, City Chamberlain, requests approval for a Budget Amendment to the Water Treatment Plant Budget at the request of Ken Scherrieble of the Camden Group. Ken Scherrieble said last month they moved \$100,000 to be able to do some improvements that were needed. He said this is an itemized list of what those improvements are.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting approval for a Budget Amendment to the Water Treatment Plant Budget at the request of Ken Scherrieble of the Camden Group. Councilor Hill seconded the motion, unanimous approval.

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

2. Deborah Coad, City Chamberlain, requests authorization for Year End Accounting Procedures to close the 2018 Fiscal Year. Mrs. Coad said this is the annual housekeeping resolution.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting authorization for Year End Accounting Procedures to close the 2018 Fiscal Year. Councilor DeMassi seconded the motion, unanimous approval.

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

3. Deborah Coad, City Chamberlain, requests authorization to seek a Bond Anticipation Note for the purchase of a Mid Mount Aerial Apparatus and related equipment for the Fire Department not to exceed \$1,200,000.00. Chief Griffin said they have talked about this a number of times. He said the existing one that is being replaced is 30 years old. He said it has served its life expectancy. He said the other issue is what it is doing to their newer truck. He said it has twice as much mileage as the 30 year old vehicle. He said they are asking a lot more of that vehicle. He said they were able to work off of someone else's bid and get the same pricing they received. He said it will be able to operate as an engine and a ladder truck. Councilor Hill asked if they will be keeping the old truck. Chief Griffin said they will try to get the best price by either scrapping it or selling it. Councilor DeMassi said this is a necessity. Councilor Corradino asked how this will be financed. Mrs. Coad said a Bond Anticipation Note is a short term note for five years max. She said at the end of five years it would be paid for.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting authorization to seek a Bond Anticipation Note for the purchase of a Mid Mount Aerial Apparatus and related equipment for the Fire Department not to exceed \$1,200,000.00. Councilor Tesoriero seconded the motion, unanimous approval.

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

4. The Engineering Department states the Common Council approved Resolution No. 223 in 2017, East Side WWTP Asset Management Improvement Project, Type II Action- New York State SEQR. The Engineering Department is now requesting that the Common Council include additional project sites as Type II Actions under the New York State SEQR for said project. Bob Johnson said this will add some sites to make them available for DFC funding.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting approval to include additional project sites as Type II Actions under the New York State SEQR for East Side WWTP Asset Management Improvement Project. Councilor DeMassi seconded the motion, vote 4-1 (nay vote from Councilor Tesoriero).

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

5. Thomas Reynolds, Assistant City Attorney, requests authorization for Mayor William J. Barlow, Jr., to sign proposed Agreement between the City of Oswego and the Town of Scriba, regarding the Bulk Sewer Treatment Agreement. Mr. Reynolds said this is a one year agreement. He said the last agreement expired three years ago. He said there is an incentive to negotiate when the contract expires because it includes the provision that the rate will automatically increase by 3% so it will encourage them to come back to the table.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting authorization for Mayor William J. Barlow, Jr., to sign proposed Agreement between the City of Oswego and the Town of Scriba, regarding the Bulk Sewer Treatment Agreement. Councilor Hill seconded the motion, unanimous approval.

THE CITY ATTORNEY'S OFFICE WILL PREPARE THE RESOLUTION.

6. Kevin Caraccioli, City Attorney, seeks favorable consideration by the Common Council to enter into a one (1) year lease agreement with St. Joseph's Church for use of the parking lot located at 174-176 West First Street. Mr. Caraccioli said this is an annual agreement. He said this year they are concerned with a longer term agreement due to the potential that St. Joseph's Church be designated as the city-wide church for Oswego. He said if they are designated they will need that parking. He said if they are designated as the official church of the city they will put the city on notice and try to work out some other arrangement. Councilor Tesoriero asked if St. Joseph's is not the church of choice could the city purchase the parking lot. Mr. Caraccioli said he thinks that issue would be relevant at that time.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting approval to enter into a one (1) year lease agreement with St. Joseph's Church for use of the parking lot located at 174-176 West First Street. Councilor Tesoriero seconded the motion, unanimous approval.

THE CITY ATTORNEY'S OFFICE WILL PREPARE THE RESOLUTION.

7. The Engineering Department, request that the Mayor be authorized to sign the proposal, with GEI Consultants in the amount of \$10,768.00 in order to address the many issues, regarding the FERC Sixth Part 12D Inspection of the High Dam Hydroelectric Facility. Bob Johnson said the High Dam is regulated by the FERC. He said every five years they do a Part 12 Independent Consultant Safety Inspection

Report. He said GEI did this. He said FERC wants them to update the STID which is the Supporting Technical Information Document. He said it is a fairly involved update.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council authorizing the Mayor to sign the proposal, with GEI Consultants in the amount of \$10,768.00 in order to address the many issues, regarding the FERC Sixth Part 12D Inspection of the High Dam Hydroelectric Facility. Councilor Hill seconded the motion, unanimous approval.

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

8. Thomas Kells, DPW Commissioner, requests the elimination of the fees for open skating at the City Skating Rinks. Commissioner Kells said just like the city pool the Mayor thinks it is a good idea to promote activities. Councilor Gosek said he is in support. Councilor Hill said the total revenue generated from the skating rinks for the entire year is under \$1,500. He said the financial impact is very small. Councilor Corradino asked if they will be reducing staffing since they will not have to collect entrance fees. Commissioner Kells said instead of two employees there they will have one.

COMMITTEE DECISION: Councilor Wilmott made a motion to forward a favorable recommendation to the Full Council authorizing the elimination of the fees for open skating at the City Skating Rinks. Councilor Tesoriero seconded the motion, unanimous approval.

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

9. Thomas Kells, DPW Commissioner, requests additional funds for the Fuel Tank Capital Project in the amount of \$51,929.00. Additional funds are being requested due to updated pricing from the vendor through the NJPA contract award No. 040215-PGE. Commissioner Kells said this is part of the Mayor's capital project. He said the pricing was from two years ago and since then it has increased. Councilor Wilmott asked the original cost two years ago. Commissioner Kells said approximately \$433,000.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting approval for additional funds for the Fuel Tank Capital Project in the amount of \$51,929.00. Councilor Tesoriero seconded the motion, unanimous approval.

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

10. The Wastewater Department is requesting several Intra-departmental transfers of funds to cover the cost of clarifier launderers at the Eastside and for major elevator repairs at the Westside. Ken Scherrieble said they have about \$78,000 in elevator repairs and they need to replace the launderers.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council authorizing several Intra-departmental transfers of funds to cover the cost of clarifier launderers at the Eastside and for major elevator repairs at the Westside. Councilor Hill seconded the motion, unanimous approval.

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

11. Councilor Kevin Hill requests review and approval of proposed lighting of the Varick Street Dam to promote our waterways, highlight our unique assets and increase local tourism. Councilor Hill said this is a beautification project. He said they received three quotes and Rombough Electric was the lowest. He said the total cost will be just under \$50,000. He said the lighting hardware will be located on Brookfield property so they will need approval for the Mayor to sign an agreement for one dollar to lease the property. He said the city will be on the hook for operational costs and maintenance. Councilor DeMassi asked what kind of lighting it will be. Councilor Hill said it will be similar to Pathfinder Bank and City Hall. Councilor DeMassi asked about the maintenance. Councilor Hill said there will be a warranty but general maintenance will be the city's responsibility. Bob Johnson said it is the Varick Street Dam that they are talking about lighting up and not the High Dam.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting approval of proposed lighting of the Varick Street Dam to promote our waterways, highlight our unique assets and increase local tourism. Councilor Wilmott seconded the motion, unanimous approval.

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

12. Curt Miller, Enforcement Director, is requesting permission to send one (1) Code Enforcement Officer to the Inspection Procedures for Existing Buildings Course to be held November 12-16, 2018 in Latham, New York. Councilor Corradino said there is a series of classes that code enforcement people have to take. He said this is class 3 and class 4 is next month. He said he will be driving a city car and there is money in the budget for the training.

COMMITTEE DECISION: Councilor Wilmott made a motion to forward a favorable recommendation to the Full Council granting permission to send one (1) Code Enforcement

Officer to the Inspection Procedures for Existing Buildings Course to be held November 12-16, 2018 in Latham, New York. Councilor DeMassi seconded the motion, unanimous approval.

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

13. Randall Griffin, Fire Chief, is requesting permission to make an intra-departmental transfer in the amount of \$30,205.00 to cover miscellaneous purchases including a Thermal Imaging Camera and a Building and Trench Rescue Kit. Chief Griffin said this is internal money and a reallocation of those funds. He said there is an error on the inter-departmental transfer of funds. He said \$10,000 from 460 to 410 is correct but it says from training to contracted expenses and it should be materials and supplies.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting permission to make an intra-departmental transfer in the amount of \$30,205.00 to cover miscellaneous purchases including a Thermal Imaging Camera and a Building and Trench Rescue Kit. Councilor DeMassi seconded the motion, unanimous approval.

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

14. City Attorney, Kevin Caraccioli, is requesting permission for Mayor William J. Barlow, Jr. to enter into an agreement with Harbor View Square, LLC for the maintenance, use and declaration of easement for property located at 68 West First Street (the former Flexo site). Mr. Caraccioli said this property was identified as one of the signature DRI locations for the City of Oswego. He said the Council designated Housing Visions Consultants as the preferred developer and entered into a contract for the purchase of this property for \$150,000. He said there was the promise that this company would develop this site. He said tomorrow they are closing on the property and a \$21 million construction project that will result in the multiple market rate and affordable housing units in the City of Oswego as well as commercial retail space. He said it is all located on Lake Street and Schuyler Street between First and Second Streets. He said part of the consideration for this project was to develop a certain part of the city's right of way. He said primarily on Lake and Second Street there will be parking that is carved into the property. He said that is technically owned by the City of Oswego. He said there will also be improvements on Schuyler Street and First Street by way of landscaping and sidewalk enhancements that are also in the city's right of way. He said this maintenance, use and easement agreement purports to provide the developer with an easement to improve those areas that are in the public right of way. He said it would require the developer to incur those costs related to those improvements. He said the city would be granting the developer the right to maintain those improvements. He said there is a disagreement with respect to the provision that the city would be obligated for plowing and cleaning the parking spaces that are constructed by the developer. He

said this is a working draft and needs to be approved by the Common Council and the Mayor needs to be authorized to enter into it. He said it would be a perpetual easement. Councilor Tesoriero asked what happens to the west side of Second Street. Mr. Caraccioli said it is public parking. He said it is permissible for the apartment dwellers as well as the public to park there. Commissioner Kells said it isn't as simple as just going down the street and plowing. He said there are bump outs so it is very time consuming. He said they used this as part of their parking plan. He said his opinion is the developer should have to take care of it. He said it is an added expense to the city. Councilor Hill asked if there is anything to prevent them from removing this from the contract. Mr. Caraccioli said no. He said it is a working document. He said the closing is not contingent on this occurring. He said he is seeking authorization for the Mayor to sign this agreement but if between now and next week they get those terms worked out he would ask for their consideration. He said he isn't seeking for them to table this but would like them to authorize him to continue to negotiate based on the concerns heard tonight. He said if they don't have terms that are agreeable by next Monday then they have the right to table it or vote it down.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting permission for Mayor William J. Barlow, Jr. to enter into an agreement with Harbor View Square, LLC for the maintenance, use and declaration of easement for property located at 68 West First Street (the former Flexo site). Councilor DeMassi seconded the motion, vote 4-1 (nay vote from Councilor Tesoriero).

THE CITY ATTORNEY'S OFFICE WILL PREPARE THE RESOLUTION.

A motion to recess the meeting was made at 7:18 p.m. by Councilor Tesoriero. A second was made by Councilor DeMassi, and was unanimously approved. A motion to come out of recess was made at 7:29 p.m. by Councilor Tesoriero. A second was made by Councilor DeMassi, and was unanimously approved.

Executive Session:

15. Executive Session has been requested by Kevin Caraccioli, City Attorney, for discussions regarding proposed, pending or current litigation. Re: 154 East Seneca Street.
16. Executive Session has been requested by Kevin Caraccioli, City Attorney for the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof. Re: 139 West Bridge Street.

Committee entered into Executive Session at 7:30 pm. Committee reconvened at 8:03 pm.

The following came out of Executive Session:

COMMITTEE DECISION: No action taken.

A motion to adjourn the meeting was made at 8:03 p.m. by Councilor Hill. A second was made by Councilor Tesoriero, and was unanimously approved.

Respectfully Submitted,

Mary M. Annal
Recording Secretary