

**ADMINISTRATIVE SERVICES  
COMMITTEE MEETING  
December 3, 2018**

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

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

**OTHERS PRESENT:** Councilor McBrearty; Nancy Sterio, Personnel Director; Deborah Coad, City Chamberlain; Tom Kells, Commissioner of Public Works; Mark Tesoriero, City Clerk; and Caroline Anderson, Animal Control Officer.

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

A motion to approve the minutes of November 19, 2018 was made by Councilor Tesoriero 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. The City Clerk's Office is requesting permission to accept a donation of two rare books from Mark Tesoriero and Ronald Tesoriero. Mark Tesoriero said he wanted to thank Tress for finding these books. He said one is the 1871 City Charter which will replace a book they already have that is really damaged. He said the other is an 1868-1871 Common Council book and they did not have a copy of that. He said he and Councilor Tesoriero will split the cost of \$150 and donate them to the city.

**COMMITTEE DECISION:** Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting permission to accept a donation of two rare books from Mark Tesoriero and Ronald Tesoriero. Councilor Hill seconded the motion, unanimous approval (Councilor Tesoriero abstained).

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

2. Mark Tesoriero, City Clerk, is requesting permission for Mayor William J. Barlow, Jr. to sign an agreement with Forte Payment Systems, Inc. to provide credit and debit payment processing in the City Clerk's Office. Mark Tesoriero said there are no fees for

the City. He said the fees are charged to the customer. He said they will have a swipe terminal at the counter. He said this is the first phase and eventually they will want to take credit cards online. Councilor DeMassi said people can't call in and give credit card information over the phone. Mark Tesoriero said correct. Councilor Corradino said when they converted the phone system they had a lot of issues with technology. He asked if they need any additional servers. Mark Tesoriero said it is internet based. He said all they need is a connection to the internet and then a connection to their database. Councilor Corradino asked if anyone looked to make sure they had the infrastructure and capabilities to accept this system without incurring any additional cost. Mark Tesoriero said they did.

**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 sign an agreement with Forte Payment Systems, Inc. to provide credit and debit payment processing in the City Clerk's Office. Councilor DeMassi seconded the motion, unanimous approval (Councilor Tesoriero abstained).

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

3. Caroline Anderson, Animal Control Officer requests permission for an intradepartmental transfer in the amount of \$5,000.00 to cover overtime for the Animal Shelter Staff. Caroline Anderson said they are over budget with their overtime costs. She said there is money available in their equipment account. She said they have been extremely busy.

**COMMITTEE DECISION:** Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting permission for an intradepartmental transfer in the amount of \$5,000.00 to cover overtime for the Animal Shelter Staff. Councilor Hill seconded the motion, unanimous approval.

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

4. Caroline Anderson, Animal Control Officer, requests permission for the City Chamberlain to make an intradepartmental transfer in the amount of \$3,000.00, to cover the cost of veterinary supplies for the shelter animals. Caroline Anderson said their materials and supplies account has been depleted and they have some money available in the equipment account they can transfer over.

**COMMITTEE DECISION:** Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting permission for the City Chamberlain to make an intradepartmental transfer in the amount of \$3,000.00, to cover the cost of veterinary supplies for the shelter animals. Councilor Hill seconded the motion, unanimous approval.

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

5. Deborah Coad, City Chamberlain, requests discussion of EFC Project 21 Bond Requirement. Mrs. Coad said they had a bond issued earlier in the year and the price has doubled. She said the resolution will be prepared by the Bond Council.

***COMMITTEE DECISION:*** Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council authorizing the bond resolution. Councilor Tesoriero seconded the motion, unanimous approval.

***THE BOND COUNCIL WILL PREPARE THE RESOLUTION.***

A motion to recess the meeting was made at 6:40 p.m. by Councilor Hill. A second was made by Councilor DeMassi, and was unanimously approved. A motion to come out of recess was made at 6:43 p.m. by Councilor Hill. A second was made by Councilor Tesoriero, and was unanimously approved.

Executive Session:

6. Nancy C. Sterio, Personnel Director, requests an executive session to discuss collective negotiations pursuant to Article 14 (Taylor Law) of the Civil Service Law; with Oswego Firefighters Association.

Committee entered into Executive Session at 6:43 pm. Committee reconvened at 7:09 pm.

The following came out of Executive Session:

***COMMITTEE DECISION:*** No action taken.

A motion to adjourn the meeting was made at 7:09 p.m. by Councilor Hill. A second was made by Councilor Wilmott, and was unanimously approved.

Respectfully Submitted,

Mary M. Annal  
Recording Secretary