

McCrobie Building Ballroom – 41 Lake Street

Agenda  
Administrative Services Committee Meeting  
Monday, December 7, 2020  
**Time: 6:30 p.m.**

Roll Call:     **Robert A. Corradino, Chairman**  
                  Susan McBrearty  
                  Kevin M. Hill, Jr.  
                  Timothy P. Plunkett  
                  Shawn BurrIDGE

Approve minutes of the November 16, 2020 Committee meeting.

**I.     Old Business:**

**II.    New Business:**

**Authorization:**

1. The Engineering Department requests authorization for Mayor William J. Barlow, Jr. to accept and sign the proposal with GEI Consultants, Inc. for professional services for the High Dam Hydroelectric Facility Scour Repair Project in the amount of \$102,500.00.
2. The Engineering Department requests that Mayor William J. Barlow, Jr. is authorized to sign Change Order No. 1 with J&A Mechanical, Inc. for ductwork re-routing for the Asset Management Plan Improvement EFC Project in the amount of \$6,325.00.
3. The Engineering Department requests that Mayor William J. Barlow, Jr. is authorized to sign Change Order No. 8 with Patricia Electric, Inc. for the Asset Management Plan Improvement EFC Project with a decrease of \$4,000.00 to the total contract amount due to a decrease in bollards.
4. The Engineering Department requests that Mayor William J. Barlow, Jr. be authorized to sign Change Order No. 17 with Marcellus Construction Co., Inc. for the Combined Sewer Separation – Third 25%

EFC Project with a decrease to the total contract amount of \$292,105.52 for the actual unit price pay item quantities.

5. The Engineering Department requests that Mayor William J. Barlow, Jr. be authorized to sign Change Order No. 4 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project in the amount of \$12,129.00 for duct bank unforeseen conditions: rock removal.
6. The Engineering Department requests that Mayor William J. Barlow, Jr. be authorized to sign Change Order No. 5 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project in the amount of \$16,650.00 for duct bank unforeseen conditions: unsuitable materials hauling and imported backfill.
7. The Engineering Department requests that Mayor William J. Barlow, Jr. be authorized to sign Change Order No. 6 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project in the amount of \$16,920.00 for duct bank unforeseen conditions: unsuitable materials hauling and imported backfill.
8. The Engineering Department requests that Mayor William J. Barlow, Jr. be authorized to sign Change Order No. 7 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project in the amount of \$17,133.80 for duct bank unforeseen conditions: unsuitable materials hauling and imported backfill.
9. The Engineering Department requests that Mayor William J. Barlow, Jr. be authorized to sign an extension of time with PAC Associates of Oswego, Inc. for the Oswego City Hall Building Envelope Improvement project, from December 1, 2020 to June 30, 2021.
10. The Engineering Department requests a transfer of funds from the Equipment Account No. A.6986.0200 to the Contracted Services Account No. A.6989.0440 to cover cartage and tipping fees for the High Dam Hydroelectric Facility.

**ADMINISTRATIVE SERVICES  
COMMITTEE MEETING  
December 7, 2020**

Chairman Corradino called the meeting to order at 6:31 p.m.

***MEMBERS PRESENT:*** Councilor Corradino, Councilor Burrridge, 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; Phillip Cady, Police Chief; Mayor William J. Barlow Jr.; Jeff McGann, Permit Administrator

***MEDIA PRESENT:*** Matthew Reitz, Palladium Times.

**OLD BUSINESS:** There was no old business.

A motion to approve the minutes of November 16, 2020 was made by Councilor Hill and seconded by Councilor Plunkett. Minutes were approved by a unanimous vote.

**NEW BUSINESS:**

1. **The Engineering Department requests authorization for Mayor William J. Barlow, Jr. to accept and sign the proposal with GEI Consultants, Inc. for professional services for the High Dam Hydroelectric Facility Scour Repair Project in the amount of \$102,500.00.** Jeff Hinderliter stated that in the last cycle, the department asked for and received three quotes for engineering designs. He mentioned this is regarding the last part-12 inspection for the FERC, where they identified scour at the toe of the dam that needed to be repaired. He said the Federal Energy Regulatory Commission, FERC, who oversees the project, keeps bringing the scour up, so in an effort to not have to do a budget amendment we will utilize the extra money we have in this year's High Dam budget. Hinderliter explained that this came up suddenly in order to encumber the money now instead next year. He further explained that they solicited three quotes; one from GEI for the lowest quote of \$102,500.00, the next quote from Bergmann for \$103,000.00, and lastly from Gomez and Sullivan for \$129,000.00. Hinderliter stated that GEI is the one who did the part-12 analysis report, making them very familiar with what needs to be done, and thus the best choice to go with to carry out these services.

**COMMITTEE DECISION:** Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to request authorization for Mayor William J. Barlow, Jr. to accept and sign the proposal with GEI Consultants, Inc. for professional services for the High Dam Hydroelectric Facility Scour Repair Project in the amount of \$102,500.00. Councilor Burrridge seconded the motion, unanimous approval.

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

2. **The Engineering Department requests that Mayor William J. Barlow, Jr. is authorized to sign Change Order No. 1 with J&A Mechanical, Inc. for ductwork re-routing for the Asset Management Plan Improvement EFC Project in the amount of \$6,325.00.** Jeff Hinderliter explained that during construction, as they were laying out the ductwork, J&A found pipes in the way. He stated that they either had to move the pipes or the ductwork. He said because the ductwork is new, they found a workflow solution – so this is the impact of moving the ductwork out of the way rather than moving the pipes.

**COMMITTEE DECISION:** Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council to request approval of Change Order No. 1 with J&A Mechanical, Inc. for ductwork re-routing for the Asset Management Plan Improvement EFC Project in the amount of \$6,325.00. Councilor Hill seconded the motion, unanimous approval.

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3. **The Engineering Department requests that Mayor William J. Barlow, Jr. is authorized to sign Change Order No. 8 with Patricia Electric, Inc. for the Asset Management Plan Improvement EFC Project with a decrease of \$4,000.00 to the total contract amount due to a decrease in bollards.** Jeff Hinderliter said that a new transformer was installed and its location had to be adjusted because of the particular site it was installed on, and as a result didn't need as many protective barriers around it. He concluded by stating this change order is credit back to the contractor due to the relocation of the transformer and the reduced need for barriers.

**COMMITTEE DECISION:** Councilor Burrridge made a motion to forward a favorable recommendation to the Full Council to request approval of Change Order No. 8 with Patricia Electric, Inc. for the Asset Management Plan Improvement EFC Project with a decrease of \$4,000.00 to the total contract



amount due to a decrease in bollards. 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 that Mayor William J. Barlow, Jr. be authorized to sign Change Order No. 17 with Marcellus Construction Co., Inc. for the Combined Sewer Separation – Third 25% EFC Project with a decrease to the total contract amount of \$292,105.52 for the actual unit price pay item quantities.** Mayor Barlow explained that this is part of the consent decree project and it is the third 25% of the 75% that had to be done. He recalled that the first phase was back in 2014 and/or 2015, where they worked in the Seventh Ward near Garrett and Ellen Streets. He said the second phase was in the Fifth Ward near Erie, Niagara, West First, Second and Third Streets. He explained that this year, while working on the third 25%, we moved to the downtown area from West Utica, Cayuga, and Seneca Streets to the Oswego River and West Seventh Street or so. The Mayor stated that the third phase we are in is under consent order and that we have the fourth, and last, 25% that is not under this order. He explained that this \$85,000,000.00 consent decree, the Sewer Separation Project, that was signed in 2010 and/or 2011 is about 95% complete, keeping in mind there is some minor sewer work to be done next summer. He said with this last bit of work the City will not see the widespread construction that was experienced in the first three phases, so the public will not see much activity in regards to construction and detours. Mayor Barlow stated that this project will be closed out once we vote on it next Monday and revealed that at this stage we are \$300,000.00 under budget and quite a bit ahead of schedule. He went on to thank various people for their work on the project including Jeff Hinderliter, who worked closely with GHD, who designed the project and managed the site, Randy Cameron, Tom Kells, Rob McGrath, and Bob Johnson. Mayor Barlow also commended the workers particularly for their work on the last phase because it involved the oldest part of the City in the downtown area, which is the densest part of the City, making it problematic for sure. He reiterated all of the work was done ahead of schedule and under budget, including all the additional paving that was done in the First and Third Wards which was not in the initial scope. The Mayor recalled that the second phase, which was in 2017, ended up being \$100,000.00 under budget as well. He continued by explaining that the \$85,000,000.00 price tag in the end turned out to be a bit high, whereas right now the total project costs about \$58,000,000.00. He explained that the \$85,000,000.00 figure was based on an estimate when the decree was first signed, before the actual phases were designed. He stated that the \$58,000,000.00 is a product of the City of Oswego sewer fees (\$48,000,000.00 local shares) and the \$10,000,000.00 dollars in grant money. Mayor Barlow said that the City will now go into a monitoring period until 2024 – meaning that the DEC will monitor the amount of discharge that takes place for the next four years. He

explained that the hope is to avoid being mandated to do the last 25% and that the work that has been done successfully separates enough of the sewer system from the storm system so we don't have the overflows that got the City in trouble in the first place. He said if the overflows keep happening then the City will be mandated to do the fourth phase, however, it could also be the case that the City could be totally compliant and still be mandated to do the fourth phase regardless, so we will have to wait to see what happens. He said indications show the work that has been done to date is working and the overflows are drastically reduced putting us in a good position. He stated there were a lot of complaints along the way about sewer fees and construction, but now looking back, it is apparent that this project was the right thing to do for not only the City infrastructure, but for the environment as well. Councilor Corradino reiterated that the total cost of the phase is \$6,170,123.48, and he commends the Mayor for being so hands on with the project.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council to request approval of Change Order No. 17 with Marcellus Construction Co., Inc. for the Combined Sewer Separation – Third 25% EFC Project with a decrease to the total contract amount of \$292,105.52 for the actual unit price pay item quantities. Councilor McBrearty 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 that Mayor William J. Barlow, Jr. be authorized to sign Change Order No. 4 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project in the amount of \$12,129.00 for duct bank unforeseen conditions: rock removal.** Jeff Hinderliter stated that in order to help expedite the discussion on the next four items, he is going to talk about them together. He disclosed that the dollar amounts are different, but they are still related. Hinderliter explained that the reason they are broken up is because as they get into the work they keep track of the quantities and try to keep the threshold of the change order under a certain amount in order to simplify the billing for EFC, so that's why there are four items. He said it was decided that rather than to try and guess how much rock will be encountered during this job, the company secured a price and have the City pay them for how much rock is actually encountered. Hinderliter revealed this is not exactly the way he would've liked to have it done, since it automatically calls for a change order right from the beginning even though there is a secured a price, but it worked out in the end. He concluded by stating that these four change orders are to pay them for the actual amount of rock they encountered, which was quite a lot.



**COMMITTEE DECISION:** Councilor Burrridge made a motion to forward a favorable recommendation to the Full Council to request approval of Change Order No. 4 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project in the amount of \$12,129.00 for duct bank unforeseen conditions. Councilor Plunkett seconded the motion, unanimous approval.

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

6. **The Engineering Department requests that Mayor William J. Barlow, Jr. be authorized to sign Change Order No. 5 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project in the amount of \$16,650.00 for duct bank unforeseen conditions: unsuitable materials hauling and imported backfill.** Councilor Corradino and Jeff Hinderliter confirmed this item was addressed in item No. 5.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council to request approval of Change Order No. 5 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project in the amount of \$16,650.00 for duct bank unforeseen conditions. Councilor McBrearty seconded the motion, unanimous approval.

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

7. **The Engineering Department requests that Mayor William J. Barlow, Jr. be authorized to sign Change Order No. 6 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project in the amount of \$16,920.00 for duct bank unforeseen conditions: unsuitable materials hauling and imported backfill.** Councilor Corradino and Jeff Hinderliter confirmed this item was addressed in item No. 5.

**COMMITTEE DECISION:** Councilor Burrridge made a motion to forward a favorable recommendation to the Full Council to request approval of Change Order No. 6 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project in the amount of \$16,920.00 for duct bank unforeseen conditions. Councilor Hill seconded the motion, unanimous approval.

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

8. **The Engineering Department requests that Mayor William J. Barlow, Jr. be authorized to sign Change Order No. 7 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project in the amount of \$17,133.80 for duct bank unforeseen conditions: unsuitable materials hauling and imported backfill. Councilor Corradino and Jeff Hinderliter confirmed this item was addressed in item No. 5.**

**COMMITTEE DECISION:** Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to request approval of Change Order No. 7 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project in the amount of \$17,133.80 for duct bank unforeseen conditions. Councilor Plunkett seconded the motion, unanimous approval.

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

9. **The Engineering Department requests that Mayor William J. Barlow, Jr. be authorized to sign an extension of time with PAC Associates of Oswego, Inc. for the Oswego City Hall Building Envelope Improvement project, from December 1, 2020 to June 30, 2021.** Jeff Hinderliter explained that this comes down to one item in our City Hall contract that was delayed in shipping by two months. The GFRC gutter system is a precast concrete fiber reinforced gutter system, which is complete on the West First Street side and looks beautiful. He stated that the product that lines the gutter cannot be placed in this cold of weather. He said that it is best to go ahead and shut the project down for the winter and resume in the spring. Hinderliter mentioned that the scaffolding is done in the Council Chamber and they are getting into the stencil work now. He said it looks very sharp and they did a great job. He concluded by stating the project should be done mid-June of next year. Corradino asked when they would be back in the Chamber room to which Hinderliter said the beginning of the year and that it should be done next week.

**COMMITTEE DECISION:** Councilor Burridge made a motion to forward a favorable recommendation to the Full Council the request for authorization for an extension of time with PAC Associates of Oswego, Inc. for the Oswego City Hall Building Envelope Improvement project, from December 1, 2020 to June 30, 2021. Councilor McBrearty seconded the motion, unanimous approval.

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



- 10. The Engineering Department requests a transfer of funds from the Equipment Account No. A.6986.0200 to the Contracted Services Account No. A.6989.0440 to cover cartage and tipping fees for the High Dam Hydroelectric Facility.** Jeff Hinderliter explained that while the generators are running at the High Dam, leaves and debris fall into the river and pull against the racks, which restricts the flow of water. He said that after this build up is physically removed it is piled next to the dam where DPW then removes it. Hinderliter stated that in years past the High Dam used to pay a private hauling company to remove this build up, however their hauling license ended up lapsing with the City, so the DPW picked up the bill and helped the High Dam out. He explained that the department head at the time, Bob Johnson, asked why the dam does not just pay the DPW and share the cost, rather than pay a third party, since the DPW already hauls it out and mulches it in a grinder once a year. He said that the High Dam normally had included a line item for this that contributed towards that cost and for whatever reason it was not included in the 2020 budget. Hinderliter said that when they saw they had extra money to pay GEI they went ahead and paid them, and then ran short when transferring money to the DPW. He explained that rather than trying to amend the DPW's budget or to try to come up with the money, the thought is to transfer it to the High Dam Contracted Services Account and then pay a higher amount for their portion of their cartage and tipping fees. Hinderliter said there was money saved since the generators did not need to be replaced, and so this item is essentially "free."

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council the request for the City Chamberlain to complete a transfer of funds within the Engineering Department to cover cartage and tipping fees for the High Dam Hydroelectric Facility. Councilor Plunkett seconded the motion, unanimous approval.

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

- 11. Police Chief, Phillip Cady, requests authorization for the City Chamberlain to complete a 2020 Budget Amendment for Quality of Life Patrol.** Phil Cady said that last year Council approved the \$90,000.00 for Quality of Life Patrols and that money was not added to the Police Department budget for 2020. He explained that they are looking to share the money that was approved in 2019 with their 2020 budget to help cover all of the Quality of Life Patrols they have had this year. Councilor Hill mentioned they have made a large impact in the Third Ward and that if additional funding is ever needed, he would fully support it. Councilor McBrearty also agreed, stating that they have done a wonderful job in the First Ward as well.

**COMMITTEE DECISION:** Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council the request for the City Chamberlain to complete a 2020 Budget Amendment for Quality of Life Patrol. Councilor Hill 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 6:57 p.m. by Councilor Plunkett. A second was made by Councilor Burridge, unanimous approval.

Respectfully Submitted,

  
Sydney Mangano