

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
February 16, 2021**

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

MEMBERS PRESENT: Councilor Corradino, Councilor Hill, Councilor McBrearty, Councilor Burrige and Councilor Plunkett

OTHERS PRESENT: Councilor Walker; Councilor Gosek; Christopher Baker, Director of Information Technology; Sue Gentile, City Assessor; Jeff Hinderliter, City Engineer; Jeff McGann, Permit Administrator; Nate Emmons, Director of Community Development; Kevin Caraccioli, City Attorney; Mayor William J. Barlow, Jr.

MEDIA PRESENT: Shea O'Malley, Oswego County Today

OLD BUSINESS: There was no old business.

A motion to approve the minutes of the February 1, 2021 meeting was made by Councilor Burrige 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 an MOU agreement with Oswego County Opportunities regarding the placement of OCO clients and DSS subsidy recipients into rental property in the City of Oswego.** Mayor Barlow explained that a few years back the City entered into an agreement with the Oswego County Department of Social Services to prevent DSS from placing clients in rental properties in the City of Oswego that may not have had a valid rental permit. In order to get a rental permit in the City of Oswego, a landlord needs to swear to an affidavit saying that their properties are code compliant, and if they are not, that gives the City the mechanism to pull the rental permits. This is where the City's leverage is with landlords, as the City has the power to issue or revoke rental permits. He stated that a few years back it was brought to his attention that DSS was placing people in homes without electricity, water, heat, air conditioning, and even bathrooms. He revealed that one apartment had the bathroom out in the backyard with some pots and pans. That is when he knew the City had to take action, so he approached DSS and came to this MOU agreement where they agree to look at our records here in the City and make sure the rental unit has a valid rental permit in the City before they place anybody in it. Mayor Barlow stated that even though this seems pretty elementary, the issue came up again just before the holidays, where he went to a code call and found someone was placed into an apartment unit by a local slumlord here in the City, and the unit had raw sewage in the basement, didn't have smoke detectors and the rooms in the house were chopped up into smaller rooms to fit more people. In this

case a rental permit was revoked a while before this instance, and in conversation while walking through the house it was discovered that this person was actually placed there by Social Services. Mayor Barlow then reached back out to DSS, who then proceeded to say it was OCO's doing, and after approaching OCO and concluding that they were in fact involved in this particular case, they stated that they actually do some placing for DSS – so a bit of finger pointing was apparent. Regardless, it is best that both are tied to an MOU so we can stop getting people using taxpayers' subsidies in Social Services placed into rental conditions here in the City where the landlord is not even providing the bare minimum housing standards. He stated that hopefully by going this route, even though it is work intensive, it will stop this from happening.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to authorize Mayor William J. Barlow, Jr. to enter into an MOU agreement with Oswego County Opportunities regarding the placement of OCO client and DSS subsidy recipients into rental properties in the City of Oswego. Councilor McBrearty seconded the motion, unanimous approval.

THE RESOLUTION WILL BE PREPARED BY THE CITY ATTORNEY TO BE FORWARDED TO THE FULL COUNCIL.

2. **Mayor William J. Barlow, Jr. requests authorization to renew the lease with Harborfest for leased space at the McCrobie Civic Center.** Mayor Barlow explained that this is a three (3) year renewal of the lease that we (the City) currently have with Harborfest at the McCrobie Building. The only adjustment is actually putting into writing the elimination of rent that we granted Harborfest in either 2019 or 2020. In one of the City budgets we allocated \$20,000.00 for Harborfest to help supplement their entertainment budget. The following year we didn't allocate the \$20,000.00 but Harborfest came and asked for some relief, and we offered that relief in the form of eliminating their rent which was about \$7,000.00 a year for the space they were paying in the McCrobie building. In 2020 the rent was waived again, so now that the renewal is up, they asked if that could be permanently in the lease.

COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council to authorize Mayor William J. Barlow, Jr. to renew the lease with Harborfest for leased space at the McCrobie Civic Center. Councilor McBrearty seconded the motion, unanimous approval.

THE RESOLUTION WILL BE PREPARED BY THE CITY ATTORNEY TO BE FORWARDED TO THE FULL COUNCIL.

3. **Mayor William J. Barlow, Jr. requests authorization for the City Chamberlain to transfer funds from A.1990.0460, General Fund Contingent, to A.1440.0440, Engineering Contracted Services, to pay Invoice #8352 from W.D. Malone, relating to the emergency demolition of a**

residential home located at 13 Shore Road. Mayor Barlow explained that this item is part of a larger project out on Shore Road in the Second Ward, just before the Dog Park off of Mitchell Street. Shore Road was subject to a lot of damage, erosion, and flooding from the higher water levels from Lake Ontario. This project was part of the City's FEMA declaration where we secured funding to go in and reinforce the shoreline. W.D. Malone secured the bid and went out and replaced the stones and reinforced the shoreline, and it was noted that there was a house that was falling into the Lake. The property owner pulled a DEC permit a while back, in 2019 or so, and then vanished. The City kept sending them notices from Code Enforcement that the home needed to be demolished or to remedy the issue and prevent the house from falling into the Lake, but a response was never received. The Mayor explained because of this, the demolition of the house is now incorporated in this project and will be paid for by the City and billed to the property owner's taxes. Because W.D. Malone was already mobilized and on location, including the demolition of this home just made it look like one big project. He stated that there are two separate invoices; the first invoice is for \$26,000.00 for the Riprap Shoreline Project that will be fully reimbursed by FEMA, and the second invoice is for \$9,073.50 for the demolition of this home. (The wrong invoice was attached in the meeting; the right invoice for the demolition should read \$9,073.50, Invoice #8305). Councilor Burrige expressed that he would like to thank the Mayor for his efforts with this and said he spoke to the neighbors of this property and they were very concerned with the dangers this house could cause if demolition did not occur. The neighbors could not be happier that the house is coming down. He thanked Mayor Barlow along with the Fire Department. Mayor Barlow mentioned that the Oswego Fire Department lead our efforts to secure the FEMA funding.

COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council to request authorization for the City Chamberlain to transfer funds from A.1990.0460, General Fund Contingent, to A.1440.0440, Engineering Contracted Services, to pay Invoice ~~#8352~~ #8305 from W.D. Malone, relating to the emergency demolition of a residential home located at 13 Shore Road. Councilor Hill seconded the motion, unanimous approval.

THE RESOLUTION WILL BE PREPARED BY THE ENGINEERING OFFICE TO BE FORWARDED TO THE FULL COUNCIL.

- 4. Mayor William J. Barlow, Jr. requests the Common Council approve the 2021 Paving Plan and continue the use of an existing and approved Onondaga County contract for asphalt concrete paving for the proposed 2021 City of Oswego Paving Plan.** Mayor Barlow explained that late December, or early January of each year, he reaches out to the Common Council to see what streets they would like to see paved and asks them to list them by priority. Using that list we try to put together some sort of Paving Plan and get it submitted around this time of year. He explained that the Paving Plan attempts to give every ward a little bit of paving, while addressing the bumpiest streets in Town. The

plan also takes some other factors into consideration like the length and depth of the street and surrounding investments - considerations that will give the City more bang for their buck. As far as the money available to spend on this paving plan, he explained that once the Governor releases his executive budget then we will know how much money we get per year called CHIPS funding. This was a concern because we know the State is running in a deficit now, so he waited and gave a little extra time to see how the State's deficit plays out and how much we are actually allotted. The good news is so far in the executive budget the CHIPS funding for Oswego and the PAVE-New York funding for Oswego has held steady and is consistent with years past. That puts us at about \$680,000.00 to \$690,000.00. He mentioned that the only pool of money that we still are not sure about is what they call the Emergency Winter Recovery money, EWR, and that's usually an allocation that the State Legislature makes in late March or early April, and Oswego historically will see about another \$80,000.00 in that pool of funds. Thus, he built the paving plan around a \$750,000.00 to \$760,000.00 budget, assuming that the EWR money gets put in by the State Legislature. If the State Legislature does not put in that EWR money, we're going to be about \$80,000 short and will have to come in and refine this plan and take some streets out. Otherwise pure City money will be spent which we try not to do. He presented the developed plan which is about \$756,000.00 with a small contingency built in. The Mayor then proceeded to list the streets involved with this Proposed Paving Plan (Listed on map attached in meeting). He stated that the City spends on average about \$725,000.00 a year which normally mimics our allocation from the State on paving. Last year we were lucky in that with all the Sewer Separation work on the West side, particularly in the First and Third Wards, we got to supplement our yearly paving efforts by incorporating some of the curb to curb paving in the sewer contract, and that is a lot of the reason that you see almost the entire West side, at least the First, Third, and Fifth Wards have seen a lot of paving since 2016. He explained that this year he tried to direct more paving to the East side and the next 2-3 years he would really like to keep his focus there and fix streets on the East side that desperately need some attention. Mayor Barlow explained that in producing this plan the streets are broken down into individual cost estimates developed by the Engineering Office. Councilors can amend the plan but the Mayor asked that the Councilors understand that the \$756,000.00 budget is the absolute best-case scenario, and if anything we are going to be about \$80,000.00 over budget if the State Legislature doesn't put in the EWR funds. He asked the Councilors if they do amend the Paving Plan, that they still have the amount equal to \$756,000.00 and certainly don't go above \$760,000.00. Similar to the last two or three years, we will utilize the Onondaga County Purchasing Department. They have a unit pricing contract with Riccelli and that's why this job is somewhat easy to scope out because it's unit pricing so we know what each road will cost to pave, considering the width of the road, type of traffic, etc. He explained that if it's tractor trailer traffic, like West First Street it needs to be more durable, whereas if it's a side street like Elm Street, you know it doesn't need to hold up as well because it just doesn't see the traffic. Using that unit pricing contract actually saves the City money in the long run and allows our dollar to go

further. Riccelli won the bid a few years ago and they are in the third year of that three-year contract, so we have one more year to use that, and assuming this plan gets passed we will exercise that contract. If this gets passed next Monday it is probable that the paving process can start in the middle of May and should take about a month to complete. Councilor Plunkett thanked Jeff Hinderliter, City Engineer, and his crew for all of the work they have put in and mentioned he saw them out and about in the City taking measurements in the cold weather and appreciates their dedication. Councilor Hill stated that before the meeting he spoke with Councilor Gosek and would like to take a look at possibly changing the plan a bit by removing the entirety of Liberty Street and delaying that to provide for a couple of different areas that they think paving would have more of an impact for homeowners. He asked if the City Engineer could do the specs for Draper Street from Washington Boulevard to State Route 104. Councilor Gosek mentioned amendments involving the addition of West Fifth Street from Utica to Albany Streets. They decided to vote on the plan to pass it right now, regardless of any changes, and next Monday offer the amendments with the updated figures. Mayor Barlow said that Liberty Street is currently priced at \$92,000.00, and West Fifth Street from Utica to Albany Streets is one block, high truck traffic, and is a wider street and therefore will be a bit more expensive. However, Draper Street is smaller with not as much traffic, so it may be a wash there and may work out.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to request approval of the 2021 Paving Plan and to continue the use of an existing and approved Onondaga County contract for asphalt concrete paving for the proposed 2021 City of Oswego Paving Plan. Councilor Plunkett seconded the motion, unanimous approval.

THE RESOLUTION WILL BE PREPARED BY THE ENGINEERING OFFICE TO BE FORWARDED TO THE FULL COUNCIL.

- 5. The Engineering Office requests authorization for Mayor William J. Barlow, Jr. to sign Amendment No. 2 with GHD Consulting Engineers, LLC to include construction administration services for the Combined Sewer Rehabilitation Phase 3 – Third and Fourth 25% Project.** City Engineer, Jeff Hinderliter, stated that the rehabilitation projects that accompany the consent decree work are currently out for bid. Generally, they have a large project that comes through that does all of the open cutting, replacing, and actually doing the separation from drainage and sanitary work. Then that contract is followed up with a rehabilitation project where they then line the existing pipes to stop inflow and infiltration (called “I and I”) and that's to get groundwater and efficiencies out of the system, but typically doesn't require them to actually dig anything up. He explained that the two projects that are out for bid right now are; Area 3 and the Third and Fourth 25% Project. They just completed all of the open work for the Third and Fourth 25% Project, and now they are getting into the rehabilitation work. This is the construction phase for the Third and Fourth 25% Engineering Services with a fee of \$114,300.00. The Engineer's estimate is approximately \$1.7

million dollars, which puts the engineering fee at around 6.7% of that estimate. He stated that this is in line with what they expect with construction jobs, and that there are 30 days of inspection available for this project through GHD.

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 sign Amendment No. 2 with GHD Consulting Engineers, LLC to include construction administration services for the Combined Sewer Rehabilitation Phase 3 – Third and Fourth 25% Project. Councilor Hill seconded the motion, unanimous approval.

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

- 6. The Engineering Office requests authorization for Mayor William J. Barlow, Jr. to sign Amendment No. 10 with GHD Consulting Engineers, LLC to include professional engineering services for Area 3 for the Sanitary Sewer Rehabilitation Project.** City Engineer, Jeff Hinderliter, stated that this item is the same as before except now the Engineer's estimate is about \$1.5 million for this project, and the fee is \$105,780.00, which is around 7% of the project cost. It's another 30 days of inspection so between the two of them is the understanding with GHD that we have 60 days of inspection that we can use the inspector for during this work. The other part of this fee that is included is pursuant to the consent decree; once they complete the projects and update the numbers to show they are in compliance with GHD, rather than having one massive consulting contract that just keeps growing as time goes on, they build that fee into the project to update all of that work so it spreads that cost out, rather than having to amend the contract. He stated that this should complete the major work and now they are going to do rehabilitation after which they should be complete with the consent work.

COMMITTEE DECISION: Councilor Burrridge made a motion to forward a favorable recommendation to the Full Council to request authorization for Mayor William J. Barlow, Jr. to sign Amendment No. 10 with GHD Consulting Engineers, LLC to include professional engineering services for Area 3 for the Sanitary Sewer Rehabilitation Project. Councilor Hill seconded the motion, unanimous approval.

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

- 7. The Engineering Office requests authorization for Mayor William J. Barlow, Jr. to sign Amendment No. 2 with GHD Consulting Engineers, LLC to include professional engineering services for the McCaffrey Water Treatment Plant Improvements Project.** City Engineer, Jeff Hinderliter explained that the City received a grant for approximately \$5 million dollars to upgrade our Water Treatment Plant Operations. A large piece of the project is to

have a standby generator permanently installed. He stated that we've had a few incidents where inclement weather has caused power to go down and when that occurs the City has about five minutes of water storage in its system, so unless we have backup power we can get into big trouble quickly. In the past, Mayor Barlow has reached out to New York State and they've provided us with a generator when storms that could potentially be dangerous or could cause a power failure were predicted. However, that takes time and if we're seeing inclement weather, other communities are going to see it too, and so putting this generator in place is a large part of this grant. He explained that what this amendment is doing is to expedite the process. Right now, this project is in review with the Department of Health and it has to go through a series of reviews and then has to be bid. If the generator procurement is tied up in that review and bidding process then we may not see it installed until a year from now. Because these generators are custom built and they take time this amendment will allow them to pre-procure this in order to get that ball rolling. That way, when the contractor does start construction later this year, probably late fall, the generator will be on site and we can get it going potentially a year ahead of when it would have normally. This amendment is a cost change to ask GHD to put the brakes on and pull the generator out of the normal bid contract and create a separate procurement bid which we submit to Onondaga County. Then we can bid just the procurement of the generator on its own and shave off probably a year of waiting for that generator to be onsite.

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 sign Amendment No. 2 with GHD Consulting Engineers, LLC to include professional engineering services for the McCaffrey Water Treatment Plant Improvements Project. Councilor Hill seconded the motion, unanimous approval.

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

8. **The City Assessor requests discussion regarding the appointment of Nancy Sterio to the City of Oswego Board of Assessment Review.** City Assessor, Sue Gentile, stated that currently there are two vacancies on the Board of Assessment Review. This board consists of five members; currently serving is Laurie McDermott, James Cloonan, and Matt Brancato. Bill Mercier's tenancy has been vacated as he is no longer resident of the City, so he has a short term to be filled. Don BelCastro's term has ended and will not be returning. She stated they have received letters of interest from Nancy Sterio and Mark Brunschweiger, who are both longtime members of the community. Nancy was the Personnel Director for years and she's well informed about the Assessment calendar and the Assessment situation as she served side by side with Sue for many years. Nancy will be filling Mr. Mercier's term. Mark Brunschweiger is also a longtime resident of the City, working as an operator at Niagara Mohawk and he is also on the Zoning Board and has been involved in many neighborhood improvement efforts. He would be

stepping into the place of Don BelCastro. Sue stated that these two candidates are well qualified and that they are very lucky that Nancy and Mark came forward for this appointment. (It was noted there was a mistake in the resolution regarding wording and dates – resolutions were edited and corrected for the following Council Meeting).

COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council to appoint Nancy Sterio to the City of Oswego Board of Assessment Review. Councilor Hill seconded the motion, unanimous approval.

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

9. **The City Assessor requests discussion regarding the appointment of Mark Brunschweiler to the City of Oswego Board of Assessment Review.** Discussed above - no additional comment.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to appoint Mark Brunschweiler to the City of Oswego Board of Assessment Review. Councilor Burrridge seconded the motion, unanimous approval.

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

10. **Nathan Emmons, Economic Development Director, requests an Executive Session for discussions regarding proposed, pending, or current litigation.**

COMMITTEE DECISION: Moved on to Item No. 11 before Executive Session.

11. **Mayor William J. Barlow, Jr. requests discussion authorizing the payment of invoices relating to the City of Oswego essential employee testing program and a budget amendment to the Personnel Department Contracted Services Account, A.1430.0440.** Mayor Barlow stated that he is asking for an amendment to the Personnel Budget and permission to pay three (3) invoices to SUNY (two invoices attached). One of the two invoices that the City received is for \$25,000.00 and the second is for \$12,500. This is for our City of Oswego Essential Employee Workforce testing program which involved weekly COVID-19 testing since the week after Thanksgiving. The City's essential employees who we categorize as DPW, the Police Department, the Fire Department, Wastewater and Water Departments, undergo a COVID-19 test that is administered out of the Oswego Fire Department. The tests are administered between 10:00 a.m. and 2:00 p.m. and the results are available anywhere from 6:00 p.m. to 10:00 p.m. directly in the Mayor and Chief Chawgo's email. This allows us to immediately remove

any employee that tests positive, preventing that employee from coming into the workplace infected and infecting other workers. Most importantly, this is for the health and safety of the City employees, but it also protects our services that we administer. Even though it may be thought otherwise, the DPW, Water Department, Fire Department and Police Department are not big departments. If half or even a third of the Department were to go down and have to be either quarantined or tested positive for COVID-19, that would be a real problem. Thus, having this tool to react quickly and ahead of the curve has really been beneficial and has certainly served its purpose multiple times. He explained that in this item he is asking for permission to pay these invoices; the \$37,500.00 that we've already been billed, and one more forthcoming invoice as our testing program goes on for about another month. That invoice will be another bill for the \$25,000, so, in total, he is asking for the \$62,500.00 budget amendment and permission to pay these two invoices and the third one that will be coming in the next few weeks.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to authorize the payment of invoices relating to the City of Oswego essential employee testing program and a budget amendment to the Personnel Department Contracted Services Account, A.1430.0440. Councilor McBrearty seconded the motion, unanimous approval.

THE RESOLUTION WILL BE PREPARED BY THE CITY CLERK'S OFFICE TO BE FORWARDED TO THE FULL COUNCIL.

A motion to recess and go into the Physical Services Meeting was made at 7:08 p.m. by Councilor Hill. A second was made by Councilor Burrridge, unanimous approval.

The Committee reconvened and went to Executive Session at 7:17 p.m.

A motion to come out of Executive Session and resume the Administrative Services Committee Meeting was made at 7:42 p.m. by Councilor McBrearty. A second was made by Councilor Hill, unanimous approval.

(Executive Session; No public discussion or votes, a resolution pertaining to this matter was brought to Council on 2/22/2021)

A motion to adjourn the meeting was made at 7:43 p.m. by Councilor Burrridge. A second was made by Councilor Plunkett, unanimous approval.

Respectfully Submitted,


Sydney Mangano