

**ADMINISTRATIVE SERVICES  
COMMITTEE MEETING  
February 18, 2020**

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 Burridge, Councilor Hill, Councilor Tesoriero, Councilor McBrearty.

***OTHERS PRESENT:*** Councilor Walker; Councilor Gosek; William J. Barlow, Jr., Mayor; Deborah Coad; City Chamberlain.

***MEDIA PRESENT:*** Steve Yablonski, Oswego Daily News; Matthew Reitz, Palladium Times; Randy Pellis, Oswego Shopper.

A motion to approve the minutes of February 3, 2020 meeting was made by Councilor Tesoriero and seconded by Councilor McBrearty; minutes were approved by a unanimous vote.

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

**NEW BUSINESS:**

1. Mayor William J. Barlow, Jr. has received a request from Peter Myles, Executive Director of Oswego Harbor Festivals, Inc., to amend the amount of rent paid by Harborfest to the City of Oswego for use of the McCrobie Building. Peter Myles said that they are asking for the City to reduce their rent for one year in order to help them out financially. Councilor Corradino said that their lease is up December 31, 2020. Councilor Burridge asked if the non-profit takes care of repairs and cleaning to the building themselves. Peter Myles said that they do maintain their offices to the best of their abilities. A citizen from the audience asked what the current rent was and if there were other non-profits in the building that do not pay rent. Councilor Corradino said that the current rent is \$570.00 per month. Councilor Tesoriero asked if there was a profit/loss statement that the Council could look over. Peter Myles said that over the past few years they have had to dip into their savings and that he can get the Council a copy of the exact numbers if needed. Councilor Corradino asked for clarification if they were asking for the rent to be waived until the end of December 2020. Peter Myles said yes. Councilor Corradino asked if at the end of December 2020 they would come back to renegotiate the rent. Peter Myles said yes. Councilor Corradino said that in the past they have helped out Harborfest and that it is a signature event within the City. Councilor Corradino said that he supports this. Councilor McBrearty said

she supports this since they are the only non-profit in the building who is paying rent currently.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council to authorize the request from Peter Myles, Executive Director of Oswego Harbor Festivals, Inc., to amend the amount of rent paid by Harborfest to the City of Oswego for use of the McCrobie Building. Councilor McBrearty seconded the motion, and was unanimously approved.

***THE CITY ATTORNEY'S OFFICE WILL PREPARE THE RESOLUTION.***

2. The City Clerk's Office has received an application from White Glove Waste and Recycling for a 2020 Solid Waste Collector's License. Councilor Corradino said that this was a standard request.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council to authorize the request from White Glove Waste and Recycling for a 2020 Solid Waste Collector's License. Councilor McBrearty seconded the motion, and was unanimously approved.

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

3. Thomas Kells, Commissioner of Public Works and Parks and Recreation, has received a quote from the Oswego Yacht Club for the replacement of four (4) vinyl awning windows at the cost of \$2,680.00 and for repair of flashing at the cost of \$300.00. Mayor William J. Barlow said that this is a request he received from the Yacht Club during their annual meeting. He said that the City owns the building and that the Yacht Club leases it from the City. Councilor McBrearty said that she can field questions for this since none of the members of the Yacht Club were present. Councilor Tesoriero asked if this is the City's responsibility under the lease. Mayor William J. Barlow said yes. He said that since he has been in office if the Yacht Club needs simple repairs they usually handle it themselves but for more complicated repairs the City takes care of it. Councilor Tesoriero asked if the Yacht Club was responsible for the buildings water, sewer, etc. Mayor William J. Barlow said that falls under more complicated work that the lease requires the City to take care of. Councilor Corradino said that as landlords, the City is responsible for maintenance. Councilor Corradino asked if the windows that need repairs are original windows. Councilor McBrearty said that yes they are. Councilor Tesoriero asked if the City was covered under insurance for these damages. Mayor William J. Barlow said that the building is covered under the City's insurance but it would not apply to this because it is more of a wear-and-tear problem. Councilor McBrearty said she would excuse herself from voting on this item because she is a member of the Yacht Club.

**COMMITTEE DECISION:** Councilor Burridge made a motion to forward a favorable recommendation to the Full Council to authorize the quote from the Oswego Yacht Club for the replacement of four (4) vinyl awning windows at the cost of \$2,680.00 and for repair of flashing at the cost of \$300.00. Councilor Hill seconded the motion. The resolution was passed 3-1-1. Councilor Tesoriero voted nay and Councilor McBrearty abstained

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

4. Thomas Kells, Commissioner of Public Works and Parks and Recreation, recommends that the purchase of submersible sewage pumps for the lift stations operated and maintained by the Department of Public Works be standardized to one manufacturer's product. The recommended pump is the Flygt Pump, manufactured and sold by Xylem Water Solutions USA. Mayor William J. Barlow said that they are looking to standardize the pumps used at the 10 lift stations across the City to one manufacturers. He said 7 out of the 10 pumps in the City are already using these pumps. Councilor Tesoriero said that this is very important to establish. He said these pumps are very beneficial to the City. Councilor McBrearty said that it makes sense to standardize them since there are 7 stations that are currently using this pump.

**COMMITTEE DECISION:** Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council to authorize the purchase of submersible sewage pumps for the lift stations operated and maintained by the Department of Public Works be standardized to one manufacturer's product. The recommended pump is the Flygt Pump, manufactured and sold by Xylem Water Solutions USA. Councilor Hill seconded the motion, and was unanimously approved.

***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 that the City Chamberlain be authorized to make a transfer of funds from the Sanitary Sewers Equipment Account to the Sanitary Sewers Contracted Services in the amount of \$22,950.00 to fund the rehabilitation of the lift station at Maple Street East Avenue and State Route 104 East. Mayor Barlow said that this is a request to purchase the pumps previously discussed.

**COMMITTEE DECISION:** Councilor Burridge made a motion to forward a favorable recommendation to the Full Council to authorize the City Chamberlain to make a transfer of funds from the Sanitary Sewers Equipment Account to the

Sanitary Sewers Contracted Services in the amount of \$22,950.00 to fund the rehabilitation of the lift station at Maple Street East Avenue and State Route 104 East. Councilor McBrearty seconded the motion, and was unanimously approved.

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

A motion to adjourn the meeting was made at 6:48 p.m. by Councilor Hill. A second was made by Councilor Tesoriero, and was unanimously approved.

Respectfully Submitted,

Brooke Fitzgerald  
Recording Secretary