

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
February 4, 2019**

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 Gosek; William Barlow, Mayor; Nancy Sterio, Personnel Director; Kevin Caraccioli, City Attorney; Deborah Coad, City Chamberlain; Justin Rudgick, Director of Community & Economic Development; Susan Deary, City Assessor; and Caroline Anderson, Animal Control Officer.

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

A motion to approve the minutes of January 22, 2019 was made by Councilor Tesoriero and seconded by Councilor Wilmott; minutes were approved by a unanimous vote.

I. OLD BUSINESS: There was no old business.

II. NEW BUSINESS:

Authorization:

1. Mayor William J. Barlow, Jr. seeks favorable consideration by the Common Council to authorize payment in the sum of \$15,000.00 to Oswego County Historical Society for improvements to the roof of the Richardson Bates House. Mayor Barlow said the roof of the Richardson Bates House is in need of repair. He said the Oswego County Historical Society was trying to generate enough funds to do that repair. He said the City would like to help pay in full for the roof repairs. He said the Historical Society has a lot of work to do outside of the Richardson Bates House and he thinks the City has an obligation to preserve one of the most important historical assets in the city. Councilor Gosek said this is a great treasure and they need to make sure it is here for generations to come. Mary Kay Stone, president of the Historical Society, said the \$15,000 is almost half of their annual operating budget and they had no idea how they were going to pay for it. Miles Becker suggested they contact Senator Ritchie for grant money.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council authorizing payment in the sum of \$15,000.00 to Oswego County Historical Society for improvements to the roof of the Richardson Bates House. Councilor Tesoriero seconded the motion, unanimous approval.

THE MAYOR'S OFFICE WILL PREPARE THE RESOLUTION.

2. Mayor William J. Barlow, Jr. requests permission to sign a Memorandum of Understanding with Oswego County Opportunities, Inc. for Oswego County Opportunities, Inc. Transitional Housing Program. Mayor Barlow said this is allowing the City and the Section 8 Program to formally enter into a partnership with OCO to explore some transitional housing program opportunities. He said they adopted the Violence Against Women Act when they did the HUD Housing reforms last year. He said they incorporated all of the VAWA language into their housing program so it is appropriate that they formally enter this partnership with OCO and include the VAWA language. Stacy France said she works for the local domestic and sexual violence program known as SAFE. She said they are part of OCO. She said they are currently writing a proposal to continue funding through a federal OVW grant. She said the current funding allows them to provide rental subsidies for women and children who are fleeing domestic violence. She said they are asking the City's Rental Assistance Program to join them in planning and assessing the needs of Oswego. She said they are not asking for any financial support.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting Mayor William J. Barlow, Jr. permission to sign a Memorandum of Understanding with Oswego County Opportunities, Inc. for Oswego County Opportunities, Inc. Transitional Housing Program. Councilor DeMassi seconded the motion, unanimous approval.

THE MAYOR'S OFFICE WILL PREPARE THE RESOLUTION.

3. Mayor William J. Barlow, Jr. requests permission to sign a Memorandum of Understanding with Northland Filter, LLC for employment opportunities for clients of the City of Oswego Rental Assistance Program. Mayor Barlow said Northland Filter is expanding. He said the City is allocating \$100,000 left over from the CDBG funds to help them purchase the building. He said right now that property is not taxed. He said when Northland purchases the property it will be on the tax rolls. He said the expansion is adding 15-30,000 feet. He said they will be adding 15 jobs immediately and once the expansion is complete they will add another 35 new employees. He said these are lower skilled jobs because it is assembly. He said they had trouble filling the jobs they have now. He said they discussed creating a MOU so that anyone who comes into the HUD office will be given the application for Northland on site and Northland will give them consideration once they turn in the application. He said they are trying to encourage people to work that are on their programs.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting Mayor William J. Barlow, Jr. permission to sign a Memorandum of Understanding with Northland Filter, LLC for employment opportunities for clients of the City of Oswego Rental Assistance Program. Councilor DeMassi seconded the motion, unanimous approval.

THE MAYOR'S OFFICE WILL PREPARE THE RESOLUTION.

4. Mayor William J. Barlow, Jr requests authorization for the City Chamberlain to complete a Budget Amendment to the Water Fund for the sole purpose of purchasing water meters, as soon as insufficient funds are foreseen, for the Fiscal Year of 2019. Mayor Barlow said they are repeating what they did last year. He said this resolution will allow them to purchase more water meters every time the Code office sees them getting low.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council authorizing the City Chamberlain to complete a Budget Amendment to the Water Fund for the sole purpose of purchasing water meters, as soon as insufficient funds are foreseen, for the Fiscal Year of 2019. Councilor Tesoriero seconded the motion, unanimous approval.

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

5. Randall B. Griffin, Fire Chief, is requesting permission to transfer funds within the Fire Department in the amount of \$14,300 to fund new uniform allowance bank as required by the 2017-2022 Firefighter Contract. Chief Chawgo said the new firefighter's contract allows the firefighters to voucher for their uniforms as opposed to getting a cash payout and then go buy uniforms. He said they need to move money from one account to another in order to use the vouchers.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting permission to transfer funds within the Fire Department in the amount of \$14,300 to fund new uniform allowance bank as required by the 2017-2022 Firefighter Contract. Councilor Wilmott seconded the motion, unanimous approval.

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

6. Justin Rudgick, Community Development Director, is requesting approval by the Common Council to authorize the Mayor to enter into an agreement with Step One Creative for ongoing website maintenance. Justin Rudgick said this is a recurring contract they have done. He said it is a yearlong contract just like last year.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council authorizing the Mayor to enter into an agreement with Step One Creative for ongoing website maintenance. Councilor Tesoriero seconded the motion, unanimous approval.

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

7. Justin Rudgick, Community Development Director, is requesting permission to submit the Initial Project Proposal for the George Street/East Seneca Street Pedestrian Corridor Project. Justin Rudgick said this is a project done in conjunction with the Mayor's Office, Engineering Office and Economic Development Office to come up with an opportunity under the Department of Transportation's statewide transportation improvement project. He said they have funding that's available. He said they do it in a five year investment plan cycle. He said if you submit a project and are selected you will be selected to be funded within that five year cycle. He said they came up with a couple projects that they thought were worthy of submission. He said they are the George Street/East Seneca Street Pedestrian Corridor Project and the East Seneca Street Bridge Replacement Project. He said this will give the people walking on George Street and East Seneca Street a safer route. He said it would include a 5' wide concrete sidewalk. He said the grant is an 80/20% match. He said the match would be about \$253,000. He said there is a potential opportunity of 15% being reimbursed from a different funding source. Councilor Tesoriero and Councilor DeMassi said they are in support because this is a dangerous area for pedestrians. Caroline Anderson said this would be a help for the Animal Shelter also.

COMMITTEE DECISION: Councilor Wilmott made a motion to forward a favorable recommendation to the Full Council granting permission to submit the Initial Project Proposal for the George Street/East Seneca Street Pedestrian Corridor Project and authorizing the Mayor and Community Development Director to sign all documentation and authorize funding commitment for the project. Councilor Hill seconded the motion, unanimous approval.

THE COMMUNITY DEVELOPMENT DEPARTMENT WILL PREPARE THE RESOLUTION.

8. Justin Rudgick, Community Development Director, is requesting permission to submit the Initial Project Proposal for East Seneca Street Bridge Replacement Project. Justin Rudgick said Bob Johnson has said the bridge needs to be replaced. He said this is an 80/20% match. He said the match would be \$704,000. He said at some point they are going to have to replace this bridge. He said they are trying to be proactive and replace it with available funding. Bob Johnson said the bridge is shot and if it lasts another ten years that will be trouble. Councilor Corradino asked if they are awarded these grants how will they pay for the match. Mrs. Coad said they will have to borrow it. Justin Rudgick said they would be on the hook for 20% but there would be the potential of 15% being reimbursed from a different funding source. Mayor Barlow said that would be similar to what happened to the Route 48 project.

COMMITTEE DECISION: Councilor Wilmott made a motion to forward a favorable recommendation to the Full Council granting permission to submit the Initial Project Proposal for East Seneca Street Bridge Replacement Project. Councilor Hill seconded the motion, unanimous approval.

THE COMMUNITY DEVELOPMENT DEPARTMENT WILL PREPARE THE RESOLUTION.

9. Justin Rudgick, Community Development Director, is requesting permission for the Mayor to enter into an agreement with Barton & Loguidice, DPC to provide full analysis, research design, detailed drawings and specifications required for construction related to the West Seneca Street Bikeway Project. Justin Rudgick said the City of Oswego was awarded \$245,077 for this project. He said they are at the point they need to go to design development. He said this was a 50/50 match. He said they are looking to do work in-house for cost savings. He said if all goes well they will have the project done before Harborfest. Counselor Gosek asked when the project would begin. Justin Rudgick said it would begin in the spring. He said if they did it in-house they would probably be able to get started somewhere around late April to early May. He said it isn't really a labor intensive project. Counselor Gosek said he doesn't want to over-extend the DPW. He said he thinks it is a great project. Justin Rudgick said they can bid it out if it becomes necessary.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting permission for the Mayor to enter into an agreement with Barton & Loguidice, DPC to provide full analysis, research design, detailed drawings and specifications required for construction related to the West Seneca Street Bikeway Project. Councilor Tesoriero seconded the motion, unanimous approval.

THE COMMUNITY DEVELOPMENT DEPARTMENT WILL PREPARE THE RESOLUTION.

10. Justin Rudgick, Community Development Director, is requesting authorization for the Mayor to enter into an agreement with Mesick, Cohen, Wilson, Baker Architects, LLP for professional architectural and engineering design services related to the repair/restoration of Oswego City Hall and Elevator Tower. Justin Rudgick said they received \$500,000 for the preservation and restoration of City Hall. He said the City Hall Project is divided into two scopes – the original building and the elevator tower. He said they want Mesick, Cohen, Wilson, Baker Architects to bring it to design services so they can have a construction bid document to go out to bid. He said the City Hall preservation component is estimated at \$1.5 million. He said the elevator service tower is estimated to be \$770,000 to fix. He said if they lump the two together it will be cheaper. Bob Johnson said the clock tower has been leaking for years. He also said the gutter system doesn't work. He said the repairs have to be done.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council authorizing the Mayor to enter into an agreement with Mesick, Cohen, Wilson, Baker Architects, LLP for professional architectural and engineering design services related to the repair/restoration of Oswego City Hall and Elevator Tower. Councilor Hill seconded the motion, unanimous approval.

THE COMMUNITY DEVELOPMENT DEPARTMENT WILL PREPARE THE RESOLUTION.

11. John McGrath, Chief Operator for the Westside Wastewater Treatment Facility, and City Attorney Kevin Caraccioli seek favorable consideration from the Common Council regarding their request to donate several items on obsolete laboratory equipment belonging to the City of Oswego to the Oswego Middle School for use by students in science classes. Mr. Caraccioli said these are about 100 obsolete items that they would like to donate to the Oswego Middle School.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting approval to donate several items on obsolete laboratory equipment belonging to the City of Oswego to the Oswego Middle School for use by students in science classes. Councilor Tesoriero seconded the motion, unanimous approval.

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

12. The City Engineer's Office requests that the Mayor be authorized to sign the proposal with GEI Consultants, INC in order to perform the FERC required audit of the City of Oswego Owner's Dam Safety Program (ODSP) at the High

Dam. Bob Johnson said this is something they can't get around and will be required every five years.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council authorizing the Mayor to sign the proposal with GEI Consultants, INC in order to perform the FERC required audit of the City of Oswego Owner's Dam Safety Program (ODSP) at the High Dam. Councilor DeMassi seconded the motion, unanimous approval.

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

13. The City Engineer's Office requests that the Mayor be authorized to sign Change Order No. 2 with Scriba Electric, Inc. for the ESWWTP Dewatering Equipment Replacement Project. Bob Johnson said this is a close out for this project. He said they didn't spend the entire amount so it will be a -\$11,198 change order.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council authorizing the Mayor to sign Change Order No. 2 with Scriba Electric, Inc. for the ESWWTP Dewatering Equipment Replacement Project. Councilor Wilmott seconded the motion, unanimous approval.

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

14. The City Engineer's Office requests the Mayor be authorized to sign Change Order No. 2 with John R. Dudley, Inc. for the ESWWTP Dewatering Equipment Replacement Project. Bob Johnson said there were a couple safety items that needed to be corrected. He said it was a minor change. He said it is a \$0 change order and the total cost was \$1,017.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council authorizing the Mayor to sign Change Order No. 2 with John R. Dudley, Inc. for the ESWWTP Dewatering Equipment Replacement Project. Councilor DeMassi seconded the motion, unanimous approval.

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

15. The City Engineer's Office requests the Mayor be authorized to sign Change Order No. 3 with John R. Dudley, Inc. for the ESWWTP Dewatering

Equipment Replacement Project. Bob Johnson said they did not use all the funding so this is a close out for -\$57,382.82.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council authorizing the Mayor to sign Change Order No. 3 with John R. Dudley, Inc. for the ESWWTP Dewatering Equipment Replacement Project. Councilor Hill seconded the motion, unanimous approval.

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

16. The City's Engineer's Office requests that the Common Council accept the Engineering Proposal with Garland/DBS, Inc. for the Water Treatment Plants Reroofing Project and sign appropriate agreement in the amount of 2,500.00. Bob Johnson said this is for three roofs – the Lift Station at 3 East Cayuga Street, the Oswego High Dam and the Pump Building at the Oswego Water Treatment Plant.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council authorizing the Engineering Proposal with Garland/DBS, Inc. for the Water Treatment Plants Reroofing Project and sign appropriate agreement in the amount of 2,500.00. Councilor DeMassi seconded the motion, unanimous approval.

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

17. Mayor William J. Barlow, Jr. requests permission to holding a historical event regarding the lighthouse. Mayor Barlow said he was approached by Carolyn Barlow about a historical event regarding the lighthouse. He said they approached him about a sponsorship which he feels is a fine idea. He said the amount is \$1,624. He said he is in support. Catherine Watson said the Children's Board is a non-profit in the city. She said they are running an event called the Keepers of the Lighthouse. She said it is a collaboration among a number of community businesses and organizations. She said it will celebrate the history of lighthouses and the stories of the keepers of the lighthouses. She said they are doing a writing and art competition for students in the county. She said they also have the 2019 Caldecott winner coming to Rivers End Bookstore to read her book. She said she will also do an illustration talk at the Children's Museum. She said they are also sponsoring the Harborfest Children's Festival. Carolyn Barlow said they are asking the City to be a part of this. She said they are requesting funding for three 18x36 panels to be used as educational and advertising purposes. She said they received two quotes from Mitchell's Speedway Press. She said the first is for \$962.12 and the second is for \$662.12 for lesser quality. She said

the high quality one would be nice because they will be transporting the panels often and they will be displayed at Harborfest.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council authorizing a sponsorship of \$1,624. Councilor DeMassi seconded the motion, unanimous approval.

THE MAYOR'S OFFICE WILL PREPARE THE RESOLUTION.

A motion to recess the meeting was made at 7:42 p.m. by Councilor Hill. A second was made by Councilor Tesoriero, and was unanimously approved. A motion to come out of recess was made at 8:08 p.m. by Councilor Hill. A second was made by Councilor DeMassi, and was unanimously approved.

Executive Session:

18. City Attorney, Kevin C, Caraccioli, requests executive session to discuss 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: Sale of an Unused Portion of Burkle Street (Paper Street.)

Committee entered into Executive Session at 8:09 pm. Committee reconvened at 8:32 pm.

The following came out of Executive Session:

COMMITTEE DECISION: No action taken.

A motion to adjourn the meeting was made at 8:32 p.m. by Councilor Tesoriero. A second was made by Councilor DeMassi, and was unanimously approved.

Respectfully Submitted,

Mary M. Annal
Recording Secretary