

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
March 15, 2021**

Chairman Corradino called the meeting to order at 6:40 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; Jeff Hinderliter, City Engineer; Deborah Coad, City Chamberlain; Phillip Cady, Chief of Police; Nate Emmons, Jeff McGann, Permit Administrator; Director of Economic Development; Kevin Caraccioli, City Attorney; Mayor William J. Barlow, Jr.

MEDIA PRESENT: No Media Present.

OLD BUSINESS: There was no old business.

A motion to approve the minutes of the March 1, 2021 meeting was made by Councilor Hill and seconded by Councilor Plunkett. Minutes were approved by a unanimous vote.

NEW BUSINESS:

1. **Mayor William J. Barlow, Jr. requests authorization to sign an agreement with Camden Group regarding the Oswego Water Plant.** Mayor Barlow explained that about three years ago, the City brought in Camden Group who, since 2016, has managed the City's two Wastewater Facilities and Water Treatment Plant. Former Plant Manager, Brian Folgherait, who held the license required to run the Plant, retired so we needed someone who held that license. He stated that Camden Group was brought in to help improve operations and help manage the staff, but to also hold that license for us to keep the Water Treatment Plant in service. Now, we are just extending the agreement another year. We anticipate one of our experienced staff members at the plant will have their license that we can use in about a year from now, so extending this agreement with Camden Group one more year will get us to where we need to be next year. The only change for this agreement is the price, which is about \$200.00 more a month. He stated that this is appropriate given the last agreement was about three years ago.

COMMITTEE DECISION: Councilor Burrige made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to sign an agreement with Camden Group regarding the Oswego Water Plant. Councilor Plunkett seconded the motion, unanimous approval.

THE RESOLUTION WILL BE PROVIDED BY THE WASTEWATER DEPARTMENT TO BE FORWARDED TO THE FULL COUNCIL.

2. **Mayor William J. Barlow, Jr. requests authorization to enter into a 6-month lease agreement with Camelot Lodge, LLC for a COVID-19 Rapid Testing Site located at 201 West First Street.** Mayor Barlow explained that back in early February the State contacted him about the New York Forward Initiative. This was an initiative that kicked off earlier in the year, where the State wants to put up multiple rapid testing sites all throughout New York State as the economy begins to reopen and businesses have their restrictions eased. He stated that the State reached out to identify strategic locations throughout Central New York to place these rapid testing centers. The idea is to encourage people to feel more comfortable going out to shops, entertainment venues, etc. With these rapid testing sites people can be tested before they go out and get their results in 15 to 30 minutes to determine whether or not they are safe to go out into the public and to prevent them from potentially spreading the virus. The State wanted a location in the core downtown area so they looked at the bank building at West First and Bridge Streets, which was then ruled out because it has carpeted floors, and the State wants the location to have hardwood. Thus, the chosen location is where the old Taco shop was on West First Street, owned by Camelot Lodge. The rent they were charging before for that storefront was \$2,500.00 to \$3,000.00, but we negotiated a price for a six-month lease at \$1,500.00 a month, for a total of \$9,000.00. The City will pay for the lease and the State hires the lab group to come in and administer the tests, get the results, and handle the paperwork associated with that. He stated that he thinks it is a nice three-way agreement and will help the State reopen as quickly and as safely as possible. Councilor Walker asked who gets charged for the tests. Mayor Barlow stated that the New York Forward Initiative outlines that the cost of the test will not exceed \$30.00, but he does not know the exact amount right now for walk-ins.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to enter into a 6-month lease agreement with Camelot Lodge, LLC for a COVID-19 Rapid Testing Site located at 201 West First Street. Councilor Burrige seconded the motion, unanimous approval.

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

3. **Mayor William J. Barlow, Jr. requests authorization to renew a 12-month retainer agreement with StepOne Creative for management and the use of the City website.** Mayor Barlow explained that this is a one-year extension of the existing contract, with no changes (that includes no changes in the price). Corradino stated that the price is \$500.00 per month.

COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to renew a 12-month retainer agreement with StepOne Creative for management and the use of the City website. Councilor McBrearty seconded the motion, unanimous approval.

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

4. **The Oswego City-County Youth Bureau requests authorization for the Mayor to sign the annual agreements regarding the Youth Center, Skate Park and Youth Development State Aid.** Brian Chetney, Executive Director of the Oswego City-County Youth Bureau, explained that these are contracts that are in the City budget between the City of Oswego and the Oswego YMCA, and the City of Oswego and the County of Oswego. He stated that nothing has changed and they are annual agreements.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to sign the annual agreements regarding the Youth Center, Skate Park and Youth Development State Aid. 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 Office requests authorization for the Mayor to sign Change Order No. 4 with John R. Dudley Co., for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project, in the amount of \$8,035.41.** Jeff Hinderliter stated that this item is in regard to work that is already completed that involves a lintel that was in the entry door. He explained that after they got the ceiling demolished, they saw it was rotting. This work was completed back in July and we are doing a bit of cleaning up now that the contractor got the paperwork in order. This is a legitimate change order that they did not expect, but it is fixed now.

COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to sign Change Order No. 4 with John R. Dudley Co., for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project, in the amount of \$8,035.41 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 the Mayor to sign Change Order No. 5 with John R. Dudley Co., for the Eastside Wastewater**

Treatment Plant Electrical and SCADA Upgrades EFC Project, in the amount of \$17,348.75. Jeff Hinderliter explained that this item is related to the switch gear building behind the Sewer Treatment Plant, where they keep all of their electrical switch gear. He said that previously, all of that equipment was kept inside the plant and the space was very small and unsafe as you need certain clearances to meet code, which led them to build the switch gear building. Once they started construction, they had done borings beforehand to try to determine what kind of foundation they needed. As we know, while that plant processes our sewer, it is also a place where great rocks are born. He said that every time they do a project over there, they hit a lot of rock and unfortunately it is just one of the realities of working there. So once the ground was opened up, they realized the original design was not going to work. One part of this Change Order is a claim for rental equipment, where an excavator came to do the work, and had to sit and wait until the design was redone due to the field condition. The other part of the Change Order is the result of having to redesign the foundation and the additional costs for the foundation.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to sign Change Order No. 5 with John R. Dudley Co., for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project, in the amount of \$17,348.75. 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 the Mayor to sign Change Order No. 6 with John R. Dudley Co., for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project, in the amount of \$5,833.55.** Jeff Hinderliter stated that this item is in regard to when they redid the roof on the building, they found additional holes that needed to be plugged, and there were additional repairs that were not picked up. They also found that one of the roof leaders was cross connected where it should have gone into a storm system but was going into a sanitary system, so they had to reconfigure that as well. There is also a \$1,600.00 door credit due to getting money back after using a different door hinge.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to sign Change Order No. 6 with John R. Dudley Co., for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project, in the amount of \$5,833.55. 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 Office requests authorization for the Mayor to sign Change Order No. 7 with John R. Dudley Co., for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project, in the amount of \$19,291.95.** Jeff Hinderliter explained that this Change Order is more substantial and was a larger problem. He stated that they moved the equipment out of the facility and part of that was reconfiguring the equipment within the new facility. So, they created a new MCC room, an area where all of the main control breakers for the equipment are. After they got the equipment in, they noticed that there was a liquid dripping from the ceiling onto the new equipment. They discovered that the liner that was underneath the centrifuge on the East Side plant was leaking. He revealed that it took them a while to locate the source, but it is fixed now and the centrifuge basin has been rehabbed and sealed. The cost of that was \$19,291.95. Corradino asked if the liner of the basin was recently done. Hinderliter said that it is old and has been there for a number of years. They had to tear everything apart and expose and seal the crack multiple times. Corradino stated that the four change orders brings the total contract amount to \$2,047,903.68.

COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to sign Change Order No. 7 with John R. Dudley Co., for the Eastside Wastewater Treatment Plant Electrical and SCADA Upgrades EFC Project, in the amount of \$19,291.95. Councilor McBrearty seconded the motion, unanimous approval.

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

9. **The Engineering Office requests authorization for the Mayor to sign Change Order No. 9 with Patricia Electric Inc., for the Asset Management Improvement Project in the amount of \$1,691.25.** Jeff Hinderliter stated that once the new electrical service was installed, you have to switch circuits to get everything over into the new system to keep the facility operating. JACOBS had originally planned to pay the contractor to bring the portable generator in and get it hooked up, however, Patricia Electric, Inc. came up and said they already have a standby generator and with a little bit of work we could use it, so this is a credit for not having to mobilize another generator.

COMMITTEE DECISION: Councilor Burrige made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to sign Change Order No. 9 with Patricia Electric Inc., for the Asset Management Improvement Project in the amount of \$1,691.25. Councilor Hill seconded the motion, unanimous approval.

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

10. Police Chief, Phil Cady, requests discussion regarding the upgrade of the current Taser Electroshock System and permission for the Mayor to enter into a five (5) year contract with AXON. Police Chief, Phil Cady, stated that he found that certain equipment needed to be upgraded. This item is in regard to the Tasers, their non-lethal option for the officers. He explained that all of the uniformed officers carry them and some of them being carried today are circa 2004 when they were originally purchased. AXON, the company who owns the tasers (and body cameras) only provides liability insurance through the company for five years after the original purchase, so some of their units are 15-16 years old and they need to be update. This contract will provide 24 new tasers for the uniformed officers and payments are worked out over a five-year period, similar to the other contracts they have signed with them.

COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to enter into a five (5) year contract with AXON regarding the upgrade of the current Taser Electroshock System. Councilor McBrearty seconded the motion, unanimous approval.

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

11. Mayor William J. Barlow, Jr. requests an Executive Session for discussion regarding pending Yacht Club litigation.

A motion to go into executive session was made at 7:00 p.m. by Councilor Hill. A second was made by Councilor Plunkett, unanimous approval.

A motion to come out of executive session was made at 7:41 p.m. by Councilor Hill. A second was made by Councilor Plunkett, unanimous approval.

A motion to adjourn the meeting was made at 7:41 p.m. by Councilor McBrearty. A second was made by Councilor Burrridge, unanimous approval.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sydney Mangano".

Sydney Mangano