

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
March 16, 2020**

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 Burridge, Councilor Hill, Councilor Tesoriero, Councilor McBrearty.

OTHERS PRESENT: Councilor Walker; Councilor Gosek; William J. Barlow Jr., Mayor; Kevin Caraccioli, City Attorney; Deborah Coad, City Chamberlain; Phillip D. Cady; Police Chief, Jeffrey Hinderliter; City Engineer, Randall B. Griffin; Fire Chief, Tom Kells; Commissioner of Public Works; Nathan Emmons, Director of Economic Development.

MEDIA PRESENT: Matthew Reitz, Palladium Times; Randy Pellis, Oswego Shopper.

A motion to approve the minutes of March 2, 2020 meeting was made by Councilor Burridge and seconded by Councilor Hill; minutes were approved by a unanimous vote.

OLD BUSINESS: There was no old business.

NEW BUSINESS:

1. Mayor William J. Barlow, Jr. is requesting permission for the City Chamberlain to complete a Transfer of Funds from the General Contingent Account to the Code Enforcement Contracted Services Account in the amount of \$27,948.75 to cover the cost of the demolition of property located at 110 East Fourth Street. Curt Miller said that the Council had already approved this last year and this is them asking for the money again.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council to authorize the request for the City Chamberlain to complete a Transfer of Funds from the General Contingent Account to the Code Enforcement Contracted Services Account in the amount of \$27,948.75 to cover the cost of the demolition of property located at 110 East Fourth Street. Councilor McBrearty seconded the motion, unanimous approval.

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

2. Police Chief, Phillip D. Cady, requests the Common Council approve the creation of two new positions at the Oswego Police Department. A full time Investigator and a part-time temporary Policy Review Specialist. Chief Cady also requests that the City Chamberlain be authorized to complete a budget amendment to pay for the same. Phillip D. Cady said that for the Investigator position there was civilian spot created for last year but it is too labor intensive and there are some testimonial issues that could come up later. He said his staff feels it is best route to take with the Investigator position. He said with the Policy Specialist, with bail reform they have to go through and review of all the policies and procedures. He said he is looking to move forward with the National Accreditation and that he is going to need help with that in order to not get behind.

COMMITTEE DECISION: Councilor Burridge made a motion to forward a favorable recommendation to the Full Council to authorize the request to approve the creation of two new positions at the Oswego Police Department. A full time Investigator and a part-time temporary Policy Review Specialist. Chief Cady also requests that the City Chamberlain be authorized to complete a budget amendment to pay for the same. Councilor Tesoriero seconded the motion, unanimous approval.

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

3. Police Chief, Phillip D. Cady, request permission to purchase software for Policy and Procedure Management. This purchase will require authorization for the City Chamberlain to complete a budget transfer from the General Fund Contingent Account to the Computer Department Contracted Services Account in an amount not to exceed \$5,500.00. Phillip D. Cady said that this will allow the department to consolidate all of their files including their training files, new officer files, and polices & procedures. He said with this they will be able put out a new policy or procedure and then everyone will be able to log into their account, view it, and sign off on it. He said this will cut down on physical paperwork. Councilor Corradino asked how this is done now without the technology. Phillip D. Cady said that the department has files saved on Excel/Word. He said this will funnel everything to one system and that they will still retain all intellectual property rights over all of the files. He said currently it is pen and paper. Councilor Corradino asked if there would be an annual fee for this or if it would be a flat fee. Phillip D. Cady said that there would be an annual fee but he does not have the exact number in front of him at the moment. He

said the fee is set by the company each year but it should be around the price listed here. Councilor Burrridge asked if the company is going to hold all of our information for themselves. Phillip D. Cady said that the department still retains all intellectual rights and that anything put into the software can be taken back out and the company would not hold on to any of it.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to authorize the request to purchase software for Policy and Procedure Management. Councilor Burrridge seconded the motion, unanimous approval

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

4. Randall B. Griffin, Fire Chief, is requesting permission to amend the City of Oswego purchasing policy to include all EMS supplies and related materials to the City of Oswego Purchasing Policy Payment by Voucher List. Randall B. Griffin said that purchasing through Onondaga can be cumbersome because they itemize everything and he said by the time all of that played out it would be weeks or months before they received the items for the department. He said in November they had ordered medical gloves and they still have not received them yet. He said companies have the items they need in stock and if they were able to order them for themselves it would streamline the process so it is assured that the department would have the supplies they need when they need them.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to authorize the request to amend the City of Oswego purchasing policy to include all EMS supplies and related materials to the City of Oswego Purchasing Policy Payment by Voucher List. Councilor Burrridge seconded the motion, unanimous approval

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

5. The City Engineering Department requests that the Mayor be authorized to sign Amendment No.1 with Brown and Caldwell Associates to include construction services for the Westside Wastewater Treatment Plant Rehabilitation of Hydronic Systems Project. Jeffrey Hinderliter said that with projects like this previously they have a firm designing the work and then like to maintain them to make sure that the contractor is conforming to the work that they designed. He said that Brown and Caldwell Associates is doing this now but they just don't have this agreement in place. He said that the

cost is \$44,000 added to the original price. Councilor Tesoriero asked if this was to hire a clerk to watch the construction. Jeffrey Hinderliter said yes and no. He said they bring their own construction inspection staff and that they are acting as a go-between for the City and the contractor. He said that if something is outside of the City's expertise they are acting as the City's professional reviewer. Councilor Tesoriero asked what this job was rewarded on. Jeffrey Hinderliter said that it was rewarded based on the plans and specs that they put out and then they went through the bidding process with Onondaga. He said that the City does have a Clerk but there are several projects going on so that one person gets spread thin and that this is to help solve that issue. Councilor Tesoriero said that he believes that this is a little excessive. Councilor Hill said that he believes it is important to understand that that this brings in someone with expertise on the specific project so they would know best if the contractor is fulfilling the specifications of what was bid on. He said it assures that they have the best eyes looking at the project. Councilor Corradino said that they have a multimillion dollar investment in this project and to add on a \$44,000 fee to make sure it is done right and on time makes sense.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to authorize the request that the Mayor be authorized to sign Amendment No.1 with Brown and Caldwell Associates to include construction services for the Westside Wastewater Treatment Plant Rehabilitation of Hydronic Systems Project. Councilor McBrearty seconded the motion, unanimous approval.

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

6. The City Engineering Department requests transfer of funds from the Contracted Services Account, A.1440.0440 to the Materials & Supplies Account, A.1440.0410. Jeffrey Hinderliter said that in their budget they have a line item for a drafting printer/copier and they have since replaced that unit. He said they no longer have the unit for which this money had been set aside for so this is moving the money to supplies since the new machine takes different paper. He said the amount was \$1,450.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to authorize the request to transfer of funds from the Contracted Services Account, A.1440.0440 to the Materials & Supplies Account, A.1440.0410. Councilor Tesoriero seconded the motion, unanimous approval.

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

7. The City Engineering Department requests that the Mayor be authorized to enter into a contractual agreement with Delta Engineers to provide professional engineering services for the Wright's Landing Marina and International Pier REDI Projects in an amount not to exceed \$1,120,090.00. Jeffrey Hinderliter said that this is a result of the REDI grants and that Delta Engineers worked with the City to secure those grants. He said that this is going to be a flagship project that redefines that area. He said Delta Engineers has now put forward the proposal to now do the engineering services, they have secured the grant, and that this would finish out the actual design and get it to the bid phase. He said it is a \$ 12,600,000 project and that it is a big project to be done on a short schedule. He said it is well beyond the scope of what the City can handle on its own. He said that the engineering fees for this project would be 8.9% and that it is a competitive rate for engineering fees. He said Delta will have to reach out to other firms to assist them with this project and that Delta has already expended about \$300,000 in subcontractor fees at this point in time. He said he would encourage the Council to look at this hard but to also understand that this is a small investment into a great project. Councilor Corradino asked for clarification about the 10% plan. Jeffrey Hinderliter said that in order to secure the grant Delta Engineers had develop 10% of the project to show that they have looked at the scope and site to show that it could actually be a viable project. He said that the State has already approved their 10% Plan. Councilor Corradino asked if he could share the project cost breakdown. Jeffrey Hinderliter said that the Wright's Landing portion of the project will be \$404,550 and that the International Pier portion of the project will be \$715,540. He said that the International Pier project will be more costly because there is going to have to be a lot of work done to stabilize the pier in order for it to last longer.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to authorize the request that the Mayor be authorized to enter into a contractual agreement with Delta Engineers to provide professional engineering services for the Wright's Landing Marina and International Pier REDI Projects in an amount not to exceed \$1,120,090.00. Councilor Hill seconded the motion, unanimous approval

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

Councilor Hill made a motion to recess at 6:56 p.m. and was seconded by Councilor Burrige, it was met with unanimous approval.

Executive Session:

Committee entered into Executive Session at 7:03 p.m. Committee reconvened at 7:55 p.m.

The following came out of Executive Session:

COMMITTEE DECISION: No action was taken.

Councilor Tesoriero left the meeting prior to the vote to adjourn.

A motion to adjourn the meeting was made at 7:56 p.m. by Councilor Hill. A second was made by Councilor McBrearty, and was approved 4-0-1(Councilor Tesoriero was excused).

Respectfully Submitted,

Brooke Fitzgerald
Recording Secretary