

**ADMINISTRATIVE SERVICES  
COMMITTEE MEETING  
MARCH 18, 2019**

Chairman Corradino called the meeting to order at 6:30pm in the 2<sup>nd</sup> floor Common Council Chambers of City Hall.

***MEMBERS PRESENT:*** Councilor Corradino, Councilor DeMassi, Councilor Hill, Councilor Tesoriero, and Councilor Wilmott.

***OTHERS PRESENT:*** Councilor McBrearty; Councilor Gosek; William Barlow, Mayor; Kevin Caraccioli, City Attorney; Deborah Coad, City Chamberlain; Tom Kells, Commissioner of Public Works; Justin Rudgick, Director of Community & Economic Development; Mark Tesoriero, City Clerk.

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

A motion to approve the minutes of March 4, 2019 was made by Councilor Hill and seconded by Councilor DeMassi; minutes were approved by a unanimous vote.

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

***II. NEW BUSINESS:***

1. Mayor William J. Barlow Jr. requests permission to enter into an agreement with Alert Media, Inc. to provide mass notification to city residents. Mayor Barlow says Mark Tesoriero helped them find this company and Thomas Kells helped with the research. He says they had a conference call with this company and that it is an alert service that can do any announcement we want to do, such as the winter parking ban or summer concert series. He says what originally brought this up was some of the frustrations on the DPW side of things about water main breaks with this service if situations like this happen, we can actually go in and geo-fence city blocks and send out information telling people what happened and details about the situation. He says he thinks this will be an extremely helpful service. He says it's all driven off of how many people you can get to subscribe to the service so we will have to do social media campaigns and hopefully get some help from our friends in the media to get people to subscribe. He says the billing is based

off of how many people subscribe to the service. He says the initial billing will be 3,500 users and that price is \$4,900.00. Councilor DeMassi asks if this plan includes cellphones. Mayor Barlow says it does cover cellphones. Councilor Corradino asks if we have the infrastructure for this, or if we need to buy any type of hardware to support this. Mayor Barlow says not that he is aware of and that the people they had talked to said they could get the service up and running in a couple of days.

**COMMITTEE DECISION:** Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council authorizing the request for permission to enter into an agreement with Alert Media, Inc. to provide mass notification to city residents. Councilor Hill seconded the motion, unanimous approval.

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

2. The Office of Economic Development and the Mayor's Office seek approval for the selection of the bid received by W.D. Malone for the construction of the Downtown Oswego Route 104 Complete Streets Project. Mayor Barlow says this is really the core project from the \$10,000,000 Downtown Revitalization grant and that it's the long talked about 104 Complete Streets Project where we will implement landscaping and safety measures to help with crossing the road. He says this is one of the six original projects we mentioned when we applied for the DRI because the biggest challenge downtown is getting people to cross Route 104. He says this project will help at the intersections of West 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> streets to make those intersections safer. He says there will also be some landscaping and benches added to help with the "feel" of downtown. He says this will be the transformative project that will truly connect our downtown. He says we had \$1,000,000 of our \$10,000,000 allocated to this project and that we also won a \$500,000 federal grant, so overall we have \$1,500,000 to spend on this project. He says the design costs \$181,000 and the constructive administration cost \$146,000 and our bid just came in at \$1,220,000 so that comes to \$144,939.500 so we're about \$50,000 under the bid. He says that W.D. Malone, a local company, got the bid and in the contract we specified that the project had to be started and completed by Harborfest. Councilor Tesoriero says he thinks this is a great project but the only concern he has heard is about parking and how this will affect the downtown congestion.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council authorizing the request for approval for the selection of the bid received by W.D. Malone for the construction of the Downtown Oswego Route 104 Complete Streets Project. Councilor DeMassi seconded the motion, unanimous approval.

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

3. The City Engineering Department requests the Mayor be authorized to sign Amendment No. 9 with GHD Consulting Engineers, LLC for quarterly reporting for the consent decree. Councilor Corradino says this is just bookkeeping.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council authorizing the request that the Mayor be authorized to sign Amendment No. 9 with GHD Consulting Engineers, LLC for quarterly reporting for the consent decree. Councilor Tesoriero seconded the motion, unanimous approval.

***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, requests authorization for participation in the US Communities Cooperative Purchasing Alliance program. Thomas Kells says this is basically to allow us to purchase through Amazon. Councilor Corradino asks if we already discussed this a year ago. Thomas Kells says yes, it is a yearly thing.

**COMMITTEE DECISION:** Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council authorizing the request for participation in the US Communities Cooperative Purchasing Alliance program. Councilor DeMassi seconded the motion, unanimous approval.

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

A motion to recess the meeting was made at 6:42pm by Councilor Hill. A Second was made by Councilor DeMassi, and was unanimously approved.

Executive Session:

5. Kevin C. Caraccioli, City Attorney, requests an Executive Session in regards to the sale of real property located at 183 East Fifth Street.

Committee entered into Executive Session at 6:50pm. Committee reconvened at 6:58 pm.

The following came out of Executive Session:

**COMMITTEE DECISION:** No action was taken.

A motion to adjourn the meeting was made at 6:58pm by Councilor Wilmott. A second was made by Councilor Tesoriero, and was unanimously approved.

Respectfully Submitted,

Brooke Fitzgerald  
Recording Secretary