

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
March 2, 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.

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

A motion to approve the minutes of February 18, 2020 meeting was made by Councilor Tesoriero and seconded by Councilor Hill; minutes were approved by a unanimous vote.

OLD BUSINESS:

1. Peter Myles, Executive Director of Oswego Harbor Festivals, Inc., is requesting that the rent for their space at the McCrobie building be waived for the remainder of 2020 starting with the March installment. The monthly rent is \$ 570.00 and with 10 months left in the year, the total would be \$ 5,700.00. The current lease is a 3 year term and terminates on December 31, 2020. Councilor Corradino said that this was discussed at the last Committee meeting but asked if there were any further questions. Mayor Barlow said what they want to do is amend the Harborfest lease to exclude the rent payment. He said that they made the point that no other tenant pays rent at the McCrobie Building but he would like to point out that when the Music Hall hosts events on the weekend they do pay an hourly rate for the ballroom since it is a public space. He said he does suggest that we articulate into this lease that Harborfest uses the ballroom the weekend of Harborfest so in order to be consistent with the music hall the City should leave the charge in for Harborfest weekend. Councilor Tesoriero asked if this would be for this year or for the three year term left. Mayor Barlow said that it is for the remaining months of 2020 since the lease is up this year. Councilor Corradino said that on the resolution it should specifically state that they are amending the lease for the remainder of 2020 and that they will pay for the ballroom for Harborfest weekend.

COMMITTEE DECISION: Councilor McBrearty made a motion to amend the lease agreement with Oswego Harbor Festivals, Inc. to eliminate the rent for the remainder of the year and add ballroom fees for Harborfest week. Councilor Hill seconded the motion, unanimous approval.

THE RESOLUTION WILL BE PREPARED BY THE CITY ATTORNEY'S OFFICE.

NEW BUSINESS:

1. Mayor William J. Barlow, Jr. requests the Common Council to continue the approved use of an existing Onondaga County contract for Asphalt Concrete Paving for the proposed 2020 City of Oswego Paving Plan, which was used in last year's Paving Plan and offers lower pricing due to volume spending. Mayor Barlow said that every year all of the Councilors submit their top 5 concerns in every ward and he tries his best to accommodate everyone. He said the West Side tends to get more because it is important for the City to repair what has been torn up by the Sewer Separation. He said they take into account the CHIPS funding the City receives from the State, which changes yearly. He said the City was trying to stay around the \$750,000 price tag and right now they are at \$761,000 and that is with a 10% contingency. He said the streets that are in the budget this year are as follows: the entire Fort Ontario Complex, East Oneida Street, East Utica Street, Sheldon Ave, West Van Buren Street, West Seneca Street, West Utica Street, West 7th Street, O'Brien Glenway, and West 5th Street. He said there will also be other roads that receive fresh curb to curb paving as well so the City will not have to go in next year and tear up patched up paving to resurface the street.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council to authorize the request to continue the approved use of an existing Onondaga County contract for Asphalt Concrete Paving for the proposed 2020 City of Oswego Paving Plan, which was used in last year's Paving Plan and offers lower pricing due to volume spending. Councilor McBrearty seconded the motion, unanimous approval.

THE RESOLUTION WILL BE PREPARED BY THE MAYOR'S OFFICE.

2. The City Engineering Department requests that the Mayor be authorized to sign Amendment No. 10 with GHD Consulting Engineers, LLC in the amount of \$17,000 for the required Consent Decree Quarterly Reporting to continue from April 28, 2020 to January 28, 2021. Jeffrey Hinderliter said that this is to continue the City's working relationship with GHD and

that they believe this is in the best interest of the City since it has been working in the past.

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. 10 with GHD Consulting Engineers, LLC in the amount of \$17,000 for the required Consent Decree Quarterly Reporting to continue from April 28, 2020 to January 28, 2021. Councilor Tesoriero 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 that the Mayor be authorized to enter into all necessary agreements for the proposed upgrades to the Oswego High Dam Hydroelectric Station. Jeffrey Hinderliter said that the City owns the Hydroelectric Facility on the Oswego River and that it is a four generator system. He said it has not been updated since around 1993-1994. He said since then the service life on the equipment has been reached and now three of the generators are not in service. He said this time of year is when the facility usually produces the largest amount of income for the City, since the river is flowing at an increased speed. He said with three of the generators not running, each generator that isn't running is losing about \$2,500.00 a day. He said part of the issue is that parts are scarce now and it is hard to find people to service the technology. He said that this proposal is to hire a company to act as engineers to develop a new control system so those units will be fully operational again. He said they reached out to two firms but this was the one that offered the City a price that is reasonable. Councilor Tesoriero asked if they had lost another unit recently since two were running when he visited a few weeks ago. Jeffrey Hinderliter said yes and that units 1, 2, and 3 are now out of service. He said it appears to be a control issue. He said that they have a proposal of what the work will be and an estimate of the cost which is around \$2,000,000.00. Councilor Tesoriero asked if the City will have to bond this out. Deborah Coad said yes. Councilor Corradino asked how long the system will be down. Jeffrey Hinderliter said that hopefully within a few months the City would be able to get them online again. A citizen from the audience asked if FERC has anything to do with the facility. Jeffrey Hinderliter said that the City has a good working relationship with FERC but a lot of the problems with this deals with finding parts and outdated technology.

COMMITTEE DECISION: Councilor Burridge made a motion to forward a favorable recommendation to the Full Council to authorize the request that the Mayor be authorized to enter into all necessary agreements for the proposed

upgrades to the Oswego High Dam Hydroelectric Station. Councilor Hill seconded the motion, unanimous approval.

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

4. The City Engineering Department requests approval for the creation of a miscellaneous work account not to exceed the value of \$350,000 to allow for the payment of the unanticipated costs for the Eastside Wastewater Treatment Plant Asset Management Plan Improvements EFC Project No. C7-6344-21-00. Jeffrey Hinderliter said that when this project was originally created, bid, and awarded a contingency fund was not set up to cover the project. He said that this is not typical for their practice. He said usually contingency funds are created to make sure that the project keeps moving forward if unforeseeable problems come up within the project. He said this is not money that the City is committing to spend right now, but rather, this is being set aside in case problems do come up. Councilor Tesoriero said that the City was just awarded around \$1,000,000.00 for this and he would like it explained why this money is needed and what they missed. Jeffrey Hinderliter said that this is for the things that are unanticipated. He said with this project most things should be fairly predictable but there are times when things come up unexpectedly.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to authorize the request approval for the creation of a miscellaneous work account not to exceed the value of \$350,000 to allow for the payment of the unanticipated costs for the Eastside Wastewater Treatment Plant Asset Management Plan Improvements EFC Project No. Councilor Burridge 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 Common Council approves the bid submitted by GHD Consulting Engineers, LLC in the amount of \$377,200.00 for the McCaffrey Water Treatment Plant Improvements Project. Jeffrey Hinderliter said that last July the City hired GHD to put together an assessment of the Water Treatment Plant and come up with recommendations on how to improve it to bring the City more up to date with current standards. He said this was part of an application to get grant money to do this. He said they have received that grant money and now this is the next step in the process of the City hiring a firm to put that package together. He said they did solicit three bids. He said they asked Jacobs, GHD, and Browning Caldwell. He said GHD gave the lowest bid.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to approve the bid submitted by GHD Consulting Engineers, LLC in the amount of \$377,200.00 for the McCaffrey Water Treatment Plant Improvements Project Councilor Tesoriero seconded the motion, unanimous approval.

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

6. The Office of Economic and Community Development has received a proposal from Environmental Design and Research, D.P.D (EDR) for services related to the civil/structural engineering and landscape architectural services for the Wright's Landing pavilion replacement Project. Mayor Barlow said that this relates to a 2018 CFA Grant that the City won for a total of \$934,000.00 and that the total project cost is \$1,245,000.00. He said that this grant helps fund the Boater Access Service Building that will be installed early next month. He said that this will also include putting in new ADA accessible bathrooms, renovations to existing bathrooms, the Wright's Landing Lighting project, and the facility on the West end of the marina. He said they will also be replacing the pavilion that is already at the marina. He said that it will be ADA accessible and that the pavilion will also be raised 2 feet to help prevent it from being flooded in the future. He said what this proposal does is hire EDR and then they will submit designs to the City for approval. He said once the bid is awarded EDR will oversee the construction as well. He said the budget for the pavilion outside of this \$40,000.00 is \$125,000.00. He said the hope is that this space will be used similarly to the pavilion at Breitbeck Park. He said that since the City is able to use the DPW for these projects it cuts down the cost significantly and will keep the work as local as possible. He said that with grant funding they have the MWBE (Minority & Women-Owned Businesses) requirements. He said with the Marina, since the DPW is doing essentially everything in house, it is exempt by State law from the MWBE requirements because the City is not bidding the project out. He said the City still has to meet their threshold, so they hired EDR because they are a W and they solicited them to get this to bid with another M (Minority) or W (Woman.) He said that could drive up the price but they believe it is the best course of action. Councilor Corradino asked if they foresee any problems with the high water levels. Mayor Barlow said that they can have the DPW go in and excavate even if it is flooding but they hope since it is being done in late summer/early fall they will not run into those problems.

COMMITTEE DECISION: Councilor Walker made a motion to forward a favorable recommendation to the Full Council to authorize approve the request proposal from Environmental Design and Research, D.P.D (EDR) for services related to the

civil/structural engineering and landscape architectural services for the Wright's Landing pavilion replacement Project. Councilor Gosek seconded the motion, unanimous approval.

THE RESOLUTION WILL BE PREPARED BY THE OFFICE OF ECONOMIC DEVELOPMENT.

7. Phillip D. Cady requests permission to accept a donation of \$2,000.00 from Brookfield Renewable. This donation will assist the department with equipping each patrol car with PFD's (personal flotation devices) and throw bags to assist in rescue efforts. Chief Phillip Cady said Brookfield renewable gave the City this donation. He said that this donation will be used to purchase personal flotation devices (PFD's) and rope throw bags for patrol cars in the City of Oswego. He said that the life vests the Police Department have are ageing and the rope bags will be replacing the existing rescue disks.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to authorize approve the request for permission to accept a donation of \$2,000.00 from Brookfield Renewable. Councilor Tesoriero seconded the motion, unanimous approval.

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

A motion to adjourn the meeting was made at 7:06 p.m. by Councilor Hill . A second was made by Councilor Burrige, and was unanimously approved.

Respectfully Submitted,

Brooke Fitzgerald
Recording Secretary