

**ADMINISTRATIVE SERVICES  
COMMITTEE MEETING  
March 5, 2018**

Chairman Corradino called the meeting to order at 6:30 p.m. 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; Randall Griffin, Fire Chief; and Caroline Anderson, Animal Control Officer.

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

A motion to approve the minutes of February 20, 2018 was made by Councilor Tesoriero and seconded by Councilor DeMassi; 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. requests permission to authorize the City of Oswego Purchasing Agent to seek bids for the 2018 Paving Project. Mayor Barlow said he asked each councilor to submit priority streets in their ward that weren't in good shape. He said East Seneca Street, George Street and Liberty Street are mandatory to get done based on the condition of the streets. He said to get all the proposed streets paved it would cost \$827,000 which is usually right in line for their CHIPs allotment from New York State. Miles Becker asked the schedule for Bridge Street. Mayor Barlow said State Route 104 will be done this summer. He said the state has it out to bid now. Councilor Corradino said last year there was extra money than what they estimated so they were able to do more. Mayor Barlow said last year the bid came back lower than they thought. He said it could happen but it all depends on how the bids come back.

***COMMITTEE DECISION:*** Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council authorizing the City of Oswego Purchasing Agent to seek bids for the 2018 Paving Project. Councilor Tesoriero seconded the motion, unanimous approval.

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

2. Mark Tesoriero, City Clerk, received a request for approval of the 2018 racing schedule for Oswego Speedway and payment of \$500.00 for the license fee. Tress McDaid said this is a basic request that is done every year. She said they added Super Dirt Week so they won't have to come back to amend the schedule.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting approval of the 2018 racing schedule for Oswego Speedway and payment of \$500.00 for the license fee. Councilor Wilmott seconded the motion, unanimous approval.

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

3. The Engineering Department requests the Mayor be authorized to sign Change Order No. 1 with WCA Roofing & Sheet Metal Co., Inc. for additional work to the Roof Replacement Project at the Eastside Waste Water Treatment Plant. Councilor Corradino said the dollar amount would increase \$2,394 for additional work.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council authorizing the Mayor to sign Change Order No. 1 with WCA Roofing & Sheet Metal Co., Inc. for additional work to the Roof Replacement Project at the Eastside Waste Water Treatment Plant. Councilor Tesoriero seconded the motion, unanimous approval.

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

4. Justin Rudgick, Community Development Directory, requests approval for the Mayor to enter into an agreement with Step One Creative for Website Maintenance. Justin Rudgick said this is a reoccurring agreement with Step One. He said the price would remain the same at \$500 per month.

**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 Step One Creative for Website Maintenance. Councilor Tesoriero seconded the motion, unanimous approval.

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

5. Thomas Kells, Commissioner of the Department of Public Works and Parks and Recreation requests a transfer of funds from the Snow Removal Account to the Garage Equipment Account for the purchase of a Road Patching Unit. Mayor Barlow said they implemented a DICKEY-john system that controls the amount of salt laid down. He said it has made the use of salt more efficient. He said the brine solution has helped to be more proactive which puts them further ahead and saves money. He said they have also had a couple mild winters. He said because of these factors they have saved approximately \$300,000 off of their salt expense. He said he would like to take the savings they have identified in salt and transfer to purchase this piece of equipment. He said this is a road patching/pot hole patching piece of equipment. He said they estimate the cost of this vehicle to be \$200,000-\$225,000. He said it will be done through state bid. He said by the Council meeting on Monday they can get a firm price. Councilor Tesoriero said this would be money well spent. He said it will prevent damage and sustain paving projects. Councilor DeMassi said it costs \$45,000 per month to rent this. She said they need to invest in this. Councilor Corradino said this will repair pot holes and the cracks. He said they should amend this to have wording that says not to exceed a certain amount. Mrs. Coad said there is \$297,500 available in the account. Mayor Barlow said whatever money they don't spend in that account goes into the general so his recommendation would be \$297,500 and if it is cheaper then that money will go back into the general account at the end of the year. Councilor Corradino said they would change it to not exceed \$297,500.

**COMMITTEE DECISION:** Councilor Tesoriero made a motion to amend the resolution to include the wording not to exceed \$297,500. Councilor Wilmott seconded the motion, unanimous approval. Councilor Hill made a motion to forward a favorable recommendation to the Full Council authorizing a transfer of funds from the Snow Removal Account to the Garage Equipment Account for the purchase of a Road Patching Unit. Councilor Tesoriero seconded the motion, unanimous approval.

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

6. Caroline Anderson, Animal Control Officer, requests permission to send two people to an aggressive dog handling workshop to be held June 3-4, 2018 in Syracuse, New York. Caroline Anderson said she has been the animal control officer for five years and this is the first training of this type that has been in the area. She said it is reasonably priced. She said they won't need any reimbursement for travel because they can just take the city vehicle.

**COMMITTEE DECISION:** Councilor Wilmott made a motion to forward a favorable recommendation to the Full Council granting permission to send two people to an aggressive dog handling workshop to be held June 3-4, 2018 in Syracuse, New York. Councilor DeMassi seconded the motion, unanimous approval.

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

7. Ken Scherrieble from Camden Group requests the Mayor be authorized to sign a contract expanding the hours of a 1A operator for Camden Group at the City of Oswego Water Plant. Mayor Barlow said this would increase the hours for the 1A operator to go from 10 to 15 hours per week. He said they were planning on doing this anyway. He said the County Department of Health also recommended that they increase the hours. He said this will take the monthly contract with Camden from \$4,585 to \$4,840 per month.

***COMMITTEE DECISION:*** Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council authorizing the Mayor to sign a contract expanding the hours of a 1A operator for Camden Group at the City of Oswego Water Plant. Councilor Hill seconded the motion, unanimous approval.

***THE KEN SCHERRIEBLE WILL PREPARE THE RESOLUTION.***

8. Fire Chief Randall B. Griffin requests permission to send one (1) personnel to the NYSBOC Central Chapter 13<sup>th</sup> Annual Conference in Liverpool, New York, April 10, 11, 12, 2018. Chief Griffin said this is a change to something they approved several weeks ago. He said it is the same type of training – building safety inspector instructor training.

***COMMITTEE DECISION:*** Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting permission to send one (1) personnel to the NYSBOC Central Chapter 13<sup>th</sup> Annual Conference in Liverpool, New York, April 10, 11, 12, 2018. Councilor Hill seconded the motion, unanimous approval.

***THE FIRE DEPARTMENT WILL PREPARE THE RESOLUTION.***

9. Fire Chief Randall B. Griffin requests permission to attend the Career Fire Chiefs of New State Workshop to be held March 20-21, 2018 in Saratoga Springs, New York. Chief Griffin said this is an all-day training on active shooter.

***COMMITTEE DECISION:*** Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting permission to attend the Career Fire Chiefs of New State Workshop to be held March 20-21, 2018 in Saratoga Springs, New York. Councilor Tesoriero seconded the motion, unanimous approval.

***THE FIRE DEPARTMENT WILL PREPARE THE RESOLUTION.***

A motion to adjourn the meeting was made at 7:00 p.m. by Councilor Tesoriero. A second was made by Councilor Hill, and was unanimously approved.

Respectfully Submitted,

Mary M. Annal  
Recording Secretary