

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
April 5, 2021**

Chairman Corradino called the meeting to order at 6:59 p.m.

MEMBERS PRESENT: Councilor Corradino, Councilor Hill, Councilor McBrearty, Councilor Burrige and Councilor Plunkett

OTHERS PRESENT: Councilor Gosek; Councilor Walker; Christopher Baker, Director of Information Technology; Deborah Coad, City Chamberlain; Fire Chief, Randall Griffin; Caroline Anderson, Animal Control Officer; Craig Rebeor, Assistant Commissioner of Public Works; Jeff Hinderliter, City Engineer; Mark Tesoriero, City Clerk; Kevin Caraccioli, City Attorney; Mayor William J. Barlow, Jr.

MEDIA PRESENT: Randy Pellis, Oswego Shopper.

OLD BUSINESS: There was no old business.

A motion to approve the minutes of the March 15, 2021 meeting was made by Councilor Plunkett and seconded by Councilor Hill. Minutes were approved by a unanimous vote.

NEW BUSINESS:

1. **Mayor William J Barlow, Jr. requests authorization for a five (5) year extension of the current lease with the Arts Association at the Arts Civic Center in the Fort Ontario Complex.** Mayor Barlow stated that Tammy Thompson reached out to him from the Arts Association, located in a City-owned building over in the Fort Ontario Complex. He explained that the City has a lease with the Arts Association, along with a couple of other groups in that building, and they have been great tenants. He said that they recently received a grant award from the Shineman Foundation to do some upgrades so they came to us to ask for an extension of the lease, in which all terms will remain the same. This is one of those relationships where the rent is a dollar a year, so this extension would be the same rent, with a five-year extension. He stated that they are quite an asset to the community so he is honored to give them a home and would like to keep the relationship going. Tammy Thompson, current president of the Oswego Players, thanked the Council for their continued support. She stated that they are one of the oldest, and completely all volunteer, community theaters. She said they are very happy with everything the City has done for them. She explained that with the Shineman Grant, they were able to do some improvements with the building such as upgrades with the bathrooms, lighting, the lobby and more. In 2019 and 2020 they were able to put in new chairs that are much more comfortable and less noisy, along with new stage curtains, which makes their patron experience that much better. They are also going to be able to move forward with replacing the south and north decks to make them accessible and

safe, as they are currently pulling away from the building. Thompson expressed how thankful they are for all of the support over the years and would like to invite the Councilors and the Mayor to come out when they are able to open. She said they are using this time to make improvements that are going to create a safe and fun environment for their patrons. They are hoping to open soon once given permission by the State and they will have a live production in August of a show that they were ready to put up when the pandemic first hit. Councilor Corradino expressed concern as the previous lease that was attached in the meeting does not have a provision in case something happens and we want to get out of the lease. He said he understands that the Federal Government is looking at that whole area to make it a National Park and he is not sure if this building would be something that they would want to incorporate into the National Park. If for some reason that happens, unfortunately, we would need an avenue to break the lease with group. City Attorney, Kevin Caraccioli, stated it wouldn't be the City pursuing an eminent domain as much as it would be the Federal Government directing that reappropriation of that building. He said that the same issue came up with the contract that we've entered into with Little League for the use of the fields. He reached out to SHPO (State Historic Preservation Office) and they are under the impression that if the park were to become a National Park, it would be subject to what is already there in place, so in other words, the Federal Government wouldn't take over operation of the ball field. He said that although he cannot say the same is certain for those buildings, it would seem that the Federal Government would recognize their presence and the use of those buildings by the City and their various tenants and allow that to continue. He stated that it is similar to what is occurring with the lighthouse. The US Army actually owns the lighthouse, and they provide the City of Oswego with use and maintenance, and then we lease it to the Maritime Museum, and that is the type of arrangement he is guessing will happen.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to sign a five (5) year extension of the current lease with the Arts Association at the Arts Civic Center in the Fort Ontario Complex. Councilor McBrearty seconded the motion, unanimous approval.

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

- 2. Mayor William J. Barlow, Jr. requests authorization to sign an agreement with the Greater Oswego-Fulton Chamber of Commerce for the 2020 and 2021 Project Bloom Projects, and to request a transfer of funds from the General Fund Contingent Account, A.1990.0460, to the Tourism Contracted Services Account, A.6475.0440, in the amount of \$9,000.00.** Mayor Barlow stated that every year the City makes a \$4,500 contribution to the Chamber of

Commerce because they put on the 'Project Bloom' project. They use that money to buy most of the plants and flowers, and they get a group of volunteers who plant them on a weekend in the spring. It is \$4,500.00 for 2021, and then he was made aware that we never paid them for 2020, so we're combining them for a total of \$9,000.00. They will send us an invoice, and then we need some sort of agreement and we will get them paid.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to sign an agreement with the Greater Oswego-Fulton Chamber of Commerce for the 2020 and 2021 Project Bloom Projects, and to request a transfer of funds from the General Fund Contingent Account to the Tourism Contracted Services Account, in the amount of \$9,000.00. Councilor BurrIDGE seconded the motion, unanimous approval.

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

3. **Mayor William J. Barlow, Jr. requests authorization to sign an amendment with AlertMedia, Inc. for 67,100 additional text messages and 16,400 voice minutes at \$1,072.00/year due to the program's success and the doubling of subscribers from 1,000 to 2,000 residents.** Mayor Barlow explained that a few years ago we introduced AlertMedia into Oswego and we have had more residents than we initially expected sign up. As of now, about 2,000 residents are signed up, around 1,000 more than when it was first introduced. AlertMedia is a free text messaging and phone call system that you can enroll in that allows City Government to send you direct text messages and phone calls about City emergencies, upcoming events, announcements, and more. He explained that the system can get neighborhood-specific, where it can actually geofence a certain City block or even a number of certain homes if there is a water main break in a neighborhood that is only affecting a handful of properties. With AlertMedia those people can be alerted directly, without letting the whole City know or get an unnecessary text message that is not relevant to them. It has been handy for us in emergencies like water main breaks or boil water advisories where we are able to communicate directly and quickly to those residents. On a much larger scale it's been very helpful lately with the Covid-19 vaccine clinics where we used it to let people know about the clinics and if we have doses left that we are accepting walk-ins if they are eligible. It has proved to be a very good service that we offer and the number of residents signing up and taking advantage of it is increasing greatly. Because so many people have signed up and we are using it so often, we have actually already exceeded our limit that we had originally signed up for, so this is a request to increase our contract of just over \$1,000.00 a year to have 67,000 more text messages so that we don't have to worry about exceeding the limit and paying the excess fee, which is much more than just simply increasing the contract. He stated that it is a good problem to have and he encourages people to sign up.

COMMITTEE DECISION: Councilor Burr ridge made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to sign an amendment with AlertMedia, Inc. for 67,000 additional text messages and 16,400 voice minutes at \$1,072.00/year due to the program's success and the doubling of subscribers from 1,000 to 2,000 residents. Councilor Plunkett seconded the motion, unanimous approval.

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

4. **Mayor William J. Barlow, Jr. requests authorization to sign an agreement with TextMyGov for City of Oswego residents to communicate with the City through text messages.** Mayor Barlow explained that TextMyGov is similar to AlertMedia, but instead of the City texting and calling City residents, TextMyGov allows City residents to text and call us. It allows anybody, anywhere, anytime, to ask questions and get guidance from our City government staff. (Mayor Barlow presented a demo on the process of TextMyGov) He stated that once you go through the succession of messages, the question or request is going to go directly into the email of the responsible department. He stated how anyone can get an answer to their question or guidance on where to go for that answer in one to four text messages, so this will be very useful for code complaints, licenses, etc. He mentioned that Canandaigua uses this system and they're really pleased with how it's going, the biggest issue will be getting the word out and letting people know that this is a service they can use. He stated that TextMyGov will cost \$4,800.00 a year and he thinks that increasing accessibility to City Hall and making City services and communication readily available to our residents is a great thing. Councilor Corradino asked where we are getting the money to pay for this service from. Mayor Barlow stated that it is coming out of the Computer Services Account. Councilor Hill asked who is responsible for building the automatic responses? Mayor Barlow explained that we decide how we want the series of questions to go and the company has a whole list of questions to choose from. They take our city website – which luckily is a very comprehensive website - and they upload that and plug it in to their software. The City can then pick the sequence of messages, adjust the number of questions, and also the nature of the questions. The one thing about making something so simple is that people will find excuses to use it, and we don't want them to be talking to the system for no reason. Councilor McBrearty asked if there is a way to add Councilors emails to the issues that are relevant to them. Mayor Barlow stated that he is not positive on that or how the emails are assigned but we're thinking the most effective route is to send the message to the department that the question or concern is most relevant to. He made a point to say this is not eliminating the option to call Councilors, or staff at City Hall, it is simply just adding another option.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to sign an agreement with TextMyGov for City of Oswego residents to communicate with City through text messages. Councilor Hill 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. 10 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Asset Management Plan Improvement Project, in the amount of \$13,876.92.** Jeff Hinderliter stated that this is made up of two parts, one is miscellaneous electrical charges, which is mostly made up of a credit, and the other charge is the result of a few changes that were requested by Camden Group and the team they have operating there. There is a little bit of redesign work and documentation that has to happen and so the second part of that is that fee all together. The net cost of the change order is \$13,876.92.

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. 10 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Asset Management Plan Improvement Project, in the amount of \$13,876.92. 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. 11 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Asset Management Plan Improvement Project, in the amount of \$12,690.05.** Jeff Hinderliter stated that last fall there were change orders issued to deal with unexpected rock or unplanned rock. We knew rock was going to be there, but the engineers at the time decided to just get a price but not actually secure any quantity. So, we took care of all of those issues however there was one more duct bank that had to be dug out, so that change order is in here. During excavation they found unmarked and unknown conduits and upon investigation it was clear it was going to be pretty costly if we had to move the conduits out of the way. So we redesigned it to run it in a different direction, which will require us to replace a bit of sidewalk, so there's an additional cost for that. The total of this change order is \$12,690.05. Councilor Corradino wanted to clarify that the total cost of the project with those two change orders is \$3,557,995.83.

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. 11 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Asset Management Plan Improvement Project, in the amount of \$12,690.05. 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 Amendment No. 11 with GHD Consulting Engineers, LLC in the amount of \$17,000.00 for the required Consent Decree Quarterly Reporting.** Jeff Hinderliter stated that this amendment is a carryover from 2010. We paid GHD to do annual filing with the DEC that is part of our consent decree, so every year we report what's going on with our sewer plant and system. This item retains GHD for one more year to continue doing that practice for us. Councilor Corradino asked if he anticipates any more of these reports after this. Jeff Hinderliter stated that now that the consent decree is generally over, we will start monitoring. The hope is once we satisfy the consent decree, we will then be able to stop having to report in this manner. We will still have reporting requirements and things that are part of our permits but the extra burden of having to do this quarterly reporting to show our progress will one day hopefully soon stop.

COMMITTEE DECISION: Councilor Burrige made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to sign Amendment No. 11 with GHD Consulting Engineers, LLC in the amount of \$17,000.00 for the required Consent Decree Quarterly Reporting. Councilor Plunkett 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 the Professional Services Agreement with C&S Companies, for the West First Street Storm Sewer Improvements Project in the amount of \$56,530.00.** Jeff Hinderliter explained that this work is happening down on West First Street across from the former Shapiro parking lot, at the Varick Hydropower Dam, owned by Brookfield. There's a switch yard there that contains switches operated by National Grid that feed our high dam. Last summer, Brookfield called about a sinkhole opening inside that switch yard. We responded and what we found was that a storm sewer outfall, that has been there since the 1920's, one of the manholes and the outfall pipe itself have collapsed, and there is a lot of

destabilization occurring in the embankment because of it. In investigating what he found was during the sewer separation feeds that went through there, we installed a new storm sewer that runs down first street, but all of the catch basins that were installed were actually tied into this 1920s storm sewer, rather than the new storm sewer. Since then, we've been relying on this antiquated storm sewer and what we have found is water is finding its way into the embankment from the forebay of the damn, so you have that pool water that goes into the generators that is higher than the river, so it produces pressure against the earth. That canal wall is just stone and water gets pushed into that embankment and wherever it finds a hole it will leak through. There is a collapsed clay pipe in that storm sewer almost against that canal wall and it makes it extremely difficult to repair, and it is very difficult to get in there because you have all that hydrostatic pressure pushing against you while you're trying to work. Through dye testing and manhole inspections we've pinpointed where the problem is but we don't want to repair something that's that damaged, the solution is to put in a brand-new storm sewer and abandon the old. It is a project that will take a fair amount of work to survey, and to lay it all out given all of the other duties that we have going on. In discussion with the Mayor, we decided that this would be a duty that we would pass off and have someone else do it, so we solicited requests from C&S Companies. Their price, in order to do the project, including survey, design, bidding, and construction observation, totals to \$56,530.00. If you walk down there, you'll notice that there's quite a bit of a problem there and the first step to fixing it will be to stop the water from getting in and then Brookfield will repair the portion they manage. Councilor Plunkett said that \$56,000.00 sounds like a bargain to address all of those problems. Jeff Hinderliter stated that although the solution is simple, it is going to be a fair amount of detailed work and a lot of deep excavation. He stated that he expects at some point towards the end of summer he will be coming forward with an actual construction contract and this is just the professional services portion and to get an idea of what it will be.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to sign the Professional Services Agreement with C&S Companies, for the West First Street Storm Sewer Improvements Project in the amount of \$56,530.00. Councilor BurrIDGE seconded the motion, unanimous approval.

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

9. **Tom Kells, DPW Commissioner, requests authorization to enter into a lease agreement with Circle T Enterprises, LLC to lease a small area on City property at the DPW garage.** Deputy Commissioner, Craig Rebeor stated that Circle T Enterprises is a fairly new venture. He said there is a corner of the property at the DPW, out on Mitchell Street, that is unused, overgrown with

weeds and underbrush that they have cleaned up to make room for this request. It is going to be an improvement to our area and this is a one-year, short term agreement with this company. It is a bonus for us because we are going to collect revenue on the metered water that is already available at the DPW. Councilor Corradino mentioned that he didn't see a lease agreement and would like to know the cost for rent. The City Attorney stated that he talked to the Mayor about the rent being \$400.00 a month and it would be a basic lease agreement for up to twelve (12) months for a 100 by 100 foot space.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to authorize the Mayor to enter into a lease agreement with Circle T Enterprises, LLC to lease a small area on City property at the DPW garage. Councilor Plunkett seconded the motion, unanimous approval.

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

- 10. Fire Chief, Randall B. Griffin, is requesting discussion regarding adjustments in the City of Oswego Fire Department ambulance rates.** Randall B. Griffin stated that this is an administrative periodic review of ambulance rates. He said they are looking to do across the board changes that are around a little above average, but certainly not at the high end of what the market currently is for rates. One of the biggest changes we made was actually having a figure when it comes to ambulance rates for hourly special events. The previous councils wanted it open-ended with actual costs, but the issue with that is he can't give them a price for what it is going to cost until he finds out who is going to do it, so it makes it very challenging for them to budget for that. He stated that he tried to meet requirements by taking the 90th percentile of staff, and their whole cost, and built in the price based on that, so it accomplishes what the previous council set out to do, charging actual costs, but at the same time it allows people to budget for what it would cost for ambulance coverage. Councilor Hill asked how these rates compare with a private service such as Mentor? Griffin stated that they cannot price fix or look at one vendor to set your price against it, but what he can do is look regionally and look across Central New York at their numbers and we see we are slightly above average, but certainly not on the high end of what those ambulance rates are.

COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council to approve the new fee schedule for ambulance services. Councilor McBrearty seconded the motion, unanimous approval.

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

11. **Fire Chief, Randall B. Griffin, is requesting permission to make an intra-departmental transfer from the Fire Department Personal Services Account, A.3410.0101, to the Fire Clothing Allowance, A.3410.0480.** Randall B. Griffin explained that this is a simple movement of money from one account to another to accommodate for new recruits who weren't here during budget time. We would normally give them a check for the uniform allowance, but instead we are moving it over to the uniform account where we will purchase things for them and then subtract from there. Councilor Corradino asked if we give the recruits the option? Griffin explained that normally yes, employees have the option because of the cost of a Class A uniform and their work uniform. But this arrangement makes much more sense for them because their uniform allowance goes a lot farther so we try to highly encourage them to use this route. At the same time, we can control what is being purchase, where if he cut them a check, he doesn't have control over what is bought.

COMMITTEE DECISION: Councilor Burrige made a motion to forward a favorable recommendation to the Full Council to authorize the City Chamberlain to make an intra-departmental transfer from the Fire Department Personal Services Account to the Fire Clothing Allowance. Councilor Hill seconded the motion, unanimous approval.

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

12. **The City Clerk's Office, on behalf of Mark Slosek, City Historian, requests that that City Chamberlain be authorized to accept a donation from the William G. Pomeroy Foundation for the purchase of a plaque that will be placed at the U.S. Customhouse (Conway Building).** Councilor Corradino stated that this is a standard request for this organization that is responsible for donating monies for the installation of historic plaques. In this request in particular they want to put a plaque across the street to commemorate our building.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to authorize the City Chamberlain to accept a donation from the William G. Pomeroy Foundation for the purchase of a plaque that will be placed at the U.S. Customhouse (Conway Building). Councilor Burrige seconded the motion, unanimous approval.

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

- 13. The City Clerk's Office has received a request from the Oswego Speedway for a 2021 Race License.** Councilor Corradino explained that this is a standard operating procedure and they have to buy a license every year.

COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council to approve the amusement license for the 2021 Events at the Oswego Speedway. Councilor Hill seconded the motion, unanimous approval.

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

- 14. Mayor William J. Barlow, Jr. and Jennifer Reebel, Personnel Director, request an Executive Session for discussion regarding a Personnel matter.**

A motion to go into executive session was made at 7:45 p.m. by Councilor Plunkett. A second was made by Councilor Hill, unanimous approval.

A motion to come out of executive session was made at 8:24 p.m. by Councilor McBrearty. A second was made by Councilor Hill, unanimous approval.

A motion to adjourn the meeting was made at 8:24 p.m. by Councilor Plunkett. A second was made by Councilor Burridge, unanimous approval.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sydney Mangano". The signature is written in black ink and is positioned above the printed name.

Sydney Mangano