

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
May 21, 2018**

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 DeMassi, Councilor Hill, Councilor Tesoriero, and Councilor Wilmott.

OTHERS PRESENT: Councilor McBrearty; Councilor Gosek; William Barlow, Mayor; Nancy Sterio, Personnel Director; Kevin Caraccioli, City Attorney; Deborah Coad, City Chamberlain; and Tom Reynolds, Assistant City Attorney.

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

A motion to approve the minutes of May 7, 2018 was made by Councilor Tesoriero and seconded by Councilor Hill; minutes were approved by a unanimous vote.

I. OLD BUSINESS: There was no old business.

II. NEW BUSINESS:

Authorization:

1. Nancy Sterio, Personnel Director, as the Chairperson of the Deferred Compensation Committee, request authorization to seek proposals for Investment Advisory Services for the City of Oswego Deferred Compensation Plan. Ms. Sterio said they are under a 457B deferred compensation plan which all government has. She said she has received requests from employees about the lineup of their investments. She said Mass Mutual is their carrier and they do a good job lining up their investments. She said they would like to put out a request for proposal to look at their investment lineup and then they would take the responsibility to look at what they could move to get a better return. She said having a consultant do this for them would be beneficial to the employees and to the plan. She said their services will be paid for through the investments. She said there is no charge to the city.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting authorization to seek proposals for Investment Advisory Services for the City of Oswego Deferred Compensation Plan. Councilor Wilmott seconded the motion, unanimous approval.

THE PERSONNEL DEPARTMENT WILL PREPARE THE RESOLUTION.

2. Thomas Reynolds, Assistant City Attorney, received a request from The Broadwell Hospitality Group (BHG) for an extension of the East Linear Park Transient Dockage Agreement for an additional four (4) years. Mr. Reynolds said they entered into a contract last year with The Broadwell Group. He said they maintain the property, have tourist information and they are there 24 hours a day. He said they did a good job last year. He said there is a 3% increase over last year's contract. He said he doesn't know of there being any issues last year. Councilor Corradino said the intent of this was to provide more services to boaters. He said it was a mutual agreement that was beneficial to the city and the hotel. Councilor Gosek said he is there every day and it is always clean.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting an extension of the East Linear Park Transient Dockage Agreement for an additional four (4) years. Councilor DeMassi seconded the motion, unanimous approval.

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

3. Nate Emmons, Director of the Rental Assistance Program request authorization for the City Chamberlain to transfer funds from General Fund Contingent to CHADA Admin not to exceed \$6,100.00 for the installation of an ADA Accessible entry door for the office. Nathan Emmons said he is here to ask for guidance. He said currently they reside at 159 Liberty Street. He said per federal regulations they are required to be ADA accessible and currently they are not. He said the front entry door is not accessible for those in wheel chairs. He said they have a lease and have made a request for the landlord to replace the door. He said there is nothing in the lease that forces him to do so because the door is functional. Councilor Tesoriero asked the term of the lease. Nathan Emmons said five years. Mr. Caraccioli said this leaves some room for interpretation and negotiation. He said this is an ADA compliance issue. He said the lease says the landlord will make necessary repairs to the existing structure, roof, heating, electric and plumbing systems. He said the tenant must make all repairs to the interior of the premises. He questioned if the door is part of the structure or part of the tenant's premises. He said he can try to negotiate with the landlord but at the end of the day it has to be ADA compliant. Councilor Tesoriero asked if they have the ability to vacate the lease. Mr. Caraccioli said there is nothing in the agreement that says the building must be ADA compliant. Councilor DeMassi asked if they could approve the work and then work this out with the landlord later. Mr. Caraccioli said regardless of how it gets worked out as far as payment the building has to be ADA compliant. Councilor Corradino said if they are going to negotiate they are going to need leverage. He said their leverage is possibly vacating their lease. He said if they pay for it then there is no reason for him to come to the table and negotiate. Mr. Caraccioli said if they negotiate a resolution in time for the full council meeting next week then they can bring this off of the floor. He said without negotiating it they are not exactly sure what the end result will be. He said at the end of the day the door has to be installed. He said it is just a

question of who is going to pay for it. He said if they authorize payment tonight they undercut their ability to negotiate a deal.

COMMITTEE DECISION: Councilor Hill made a motion to table this item. Councilor Tesoriero seconded the motion, unanimous approval.

4. Randall Griffin, Fire Chief, requests permission to send 2 members of the Oswego Fire Department to the NYSAFC 112th Annual Conference Multifaceted Elevator Rescue Training, June 14, 2018 in Verona, NY. Firefighter Chris Stupp said it is important to stay current with changes in technology in the elevator industry. He said they would come back and train the rest of the department. Councilor Corradino said there is money in the budget for this.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting permission to send 2 members of the Oswego Fire Department to the NYSAFC 112th Annual Conference Multifaceted Elevator Rescue Training, June 14, 2018 in Verona, NY. Councilor Wilmott seconded the motion, unanimous approval.

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

5. Mayor William J. Barlow, Jr., requests authorization to Enter into a Grant Agreement with State for the Downtown Fund. Mayor Barlow said this is one of the twelve projects they have for the \$10 million DRI. He said this is \$600,000 they set aside to help small existing businesses downtown. He said when they developed the DRI they asked for an allocation from the State for this program that would allow the city to have some grant money. He said they have three types of projects that they are willing to consider to give out some grant money. He said you have to own property within the downtown boundary. He said there will be a façade improvement project. He said it will be a \$25-35,000 grant and there will be about ten of them. He said they will require a 20% match from the business owner. He said there will be approximately four mixed use building renovation grants for commercial/residential space. He said they have \$240,000 set aside for these projects at about \$60,000 each. He said the biggest grant they would consider giving would be \$80,000. He said they will require a 25% match. He said they will have small grants that will be from \$2-5,000. He said there will be 10-15 of these and they are for new building signs. He said this is a 100% grant.

COMMITTEE DECISION: Councilor Wilmott made a motion to forward a favorable recommendation to the Full Council granting authorization to enter into a Grant Agreement with State for the Downtown Fund. Councilor Tesoriero seconded the motion, unanimous approval.

THE MAYOR'S OFFICE WILL PREPARE THE RESOLUTION.

6. Kevin Caraccioli, City Attorney, seeks the Common Council's consideration of a request presented by National Grid for the purchase of approximately .35 acres of the unused portion of Burkle Street that is adjacent to other property owned by the company that houses its gas regulation station. Matt DeGraw, project engineer for National Grid, said they are required by the PSC to make their pipelines piggable. He said to do that they have to add equipment to the ends of their pipelines which will necessitate growing the footprint of the facility. He said currently both of the pipelines reside in the road right of ways. He said the dead end road has become the driveway to their station. He said when they enlarge the footprint they will be more in the road right of way. He said rather than asking for more easements on a dead end road that it appears that no one else uses they are looking to purchase the property. He said there is a city water line that runs right through the street. Councilor Tesoriero asked how this will affect the residents on Walnut Street. Mr. DeGraw said during construction they will need to use a steel plate so the residents would have access. He said they anticipate the construction being done in one construction season. He said after construction is complete the equipment they are installing is only used once every seven years. He said other than that the station will operate as it has for the past 60 years. He said they will submit the design to the PSC in June or July. He said they typically take six months to review so they would be looking at next spring construction season. Councilor Corradino said the selling price is \$19,000. A representative from National Grid said because the water line is in the street it will decrease the amount they will be paying. Councilor Tesoriero said he would like to get an opinion from the engineering office. He said it is difficult to make a decision without more information about what they will have access to and how it will affect the selling price.

COMMITTEE DECISION: Councilor Tesoriero made a motion to table this item. Councilor DeMassi seconded the motion, unanimous approval.

7. The Purchasing Department states bids were received for the 2018 Street Milling and Paving Project and the low bid was submitted by Barrett Paving Materials, Inc. in the amount of \$776,867.00. Mayor Barlow said they received two bids. He said the CHIPS allotment was about \$759,000. He said they have about \$14,000 left over from last year so they will have just a couple thousand dollar deficit.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council to accept the low bid submitted by Barrett Paving Materials, Inc. in the amount of \$776,867.00 for the 2018 Street Milling and Paving Project. Councilor Wilmott seconded the motion, unanimous approval.

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

8. Mayor William J. Barlow, Jr. requests discussion for free use of the City Pool and a reduced fee for the Learn to Swim Program. Mayor Barlow said over the last five years they average about \$14,000 in revenue from the pool. He said that is not a huge chunk of money. He said he would like to waive the fee for city residents. He said the current charge is \$1 a day for children and \$2 a day for adults. He said he also recommends dropping the per session cost for swim lessons from \$20 to \$10 for city residents. Councilor DeMassi said she is in support. Councilor Gosek said his only concern is a lot of parents dump their kids off. He said children can be there unsupervised from the age of 8. Mayor Barlow said this is trying to encourage more people to use the pool. He said the pool has a maximum capacity. He said that maximum capacity can be dictated by how many lifeguards they have on staff on any given day. He said if it does reach max capacity they can hire more lifeguards to work at the pool. He said by making the charge free they will have one less person working at the door so that will help. Katie Metcalf said she is all for it being free. She said her concern is for how hard it is to get lifeguards. She said the city waits a long time to hire so they take a job elsewhere. She said she is concerned for the kids' safety if they don't have enough lifeguards. She said she has been at the pool when they have had 200 unsupervised kids and three lifeguards and her in the office. Mayor Barlow said they can alter the max capacity of the pool based on the number of lifeguards. He said if they need to hire more lifeguards then they can do that. Ms. Sterio said last year they had a problem because of the length of time the lifeguards could work. She said they closed the pool in mid-August because they had so many of them that were going to school. She said she would go through the list tomorrow and make phone calls and make commitments. She said typically they have waited until the week before the pool opens and some had already found a job. Katie Metcalf said it is very expensive to get certified. She said if the city wanted to think about having a person in the fire department to become certified to certify people then it would be easier to rally kids in the high school to get certified because it would be cheaper. Councilor DeMassi said they would never leave the pool with one lifeguard and 200 kids. Ms. Sterio said the health department wouldn't allow it. Councilor Hill asked how often they have turned kids away because they have hit max capacity. Katie Metcalf said they haven't in her 11 years but she has never counted on the deck. She said they have always had kids come and go as they please. Councilor Hill asked if they are pushing the line of what the state limits are. Katie Metcalf said they always have four lifeguards in the chair. Councilor DeMassi said they need to come up with a better plan for keeping track of the numbers.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting approval for free use of the City Pool and a reduced fee for the Learn to Swim Program. Councilor Tesoriero seconded the motion, unanimous approval.

THE MAYOR'S OFFICE WILL PREPARE THE RESOLUTION.

9. Councilor John Gosek, requests discussion on behalf of the Tree Stewards from the Tree Advisory Board to propose funding to secure Tree City USA status for the City

of Oswego. Councilor Gosek said the Tree Stewards have done over 4,000 hours of volunteer work in the community. Valerie Dawnstar said the Tree City USA status makes the city eligible for grants. She said their tools that they are using are five years old and in need of replacement. She said they would use some of the money for workshops for continuing education. She said right now the volunteers are paying out of pocket for them. She said the bump caps are to protect their heads. She said they would also like to purchase sidewalk signs so people know who they are. Councilor Hill said this is a small amount of money that they are requesting. Councilor Corradino said they are requesting \$892.

COMMITTEE DECISION: Councilor Wilmott made a motion to forward a favorable recommendation to the Full Council granting approval for funding for the Tree Stewards. Councilor DeMassi seconded the motion, unanimous approval.

COUNCILOR GOSEK WILL PREPARE THE RESOLUTION.

A motion to adjourn the meeting was made at 7:46 p.m. by Councilor Tesoriero. A second was made by Councilor Hill, and was unanimously approved. A motion to reconvene was made at 8:09 p.m. by Councilor Corradino.

A motion to bring back a previously tabled item was made by Councilor Tesoriero. A second was made by Councilor Wilmott, and was unanimously approved.

10. Nate Emmons, Director of the Rental Assistance Program request authorization for the City Chamberlain to transfer funds from General Fund Contingent to CHADA Admin not to exceed \$6,100.00 for the installation of an ADA Accessible entry door for the office. Mr. Caraccioli said he spoke to the landlord and he has agreed to split the cost of the door and installation but does not want to be responsible for the installation work. He said he would suggest the proposal be placed in both names so from an accounting perspective they are good. Councilor Corradino asked if it is in both names would they still be tax exempt. Mrs. Coad said she doesn't know. Mr. Caraccioli said they will talk to the company about that. Councilor Wilmott asked if they will need to get more than one bid. Mr. Caraccioli said he isn't sure if they have gotten other bids. He said he will check with Nathan Emmons. Mrs. Coad said the resolution will require authorization to transfer funds from Contingent.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting approval for the City Chamberlain to transfer funds from General Fund Contingent to CHADA Admin to share the cost for the installation of an ADA Accessible entry door for the office. Councilor Tesoriero seconded the motion, unanimous approval.

THE CITY ATTORNEY'S OFFICE WILL PREPARE A REVISED RESOLUTION.

A motion to adjourn the meeting was made at 8:15 p.m. by Councilor Wilmott. A second was made by Councilor Hill, and was unanimously approved.

Respectfully Submitted,

Mary M. Annal
Recording Secretary