

**ADMINISTRATIVE SERVICES  
COMMITTEE MEETING  
June 17, 2019**

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.

Councilor Gosek was excused.

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

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

A motion to approve the minutes of June 3, 2019 was made by Councilor Hill and seconded by Councilor Tesoriero; minutes were approved by a unanimous vote.

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

**II. NEW BUSINESS:**

1. The City Clerk's Office has received an application from Phillip Gordon and Sons, Inc. for a renewal of their Junk License. Tress McDaid said that this is standard and the City does this yearly. Councilor Tesoriero asked how much the License fee is. Tress McDaid said it is \$100.00.

**COMMITTEE DECISION:** Councilor Wilmott made a motion to forward a favorable recommendation to the Full Council an application from Phillip Gordon and Sons, Inc. for a renewal of their Junk License. Councilor DeMassi seconded the motion, unanimous approval.

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

2. The City Clerk's Office requests approval of a quote submitted by Business Automation Services (BAS) for an Online Dog Portal to enable online renewal of dog licenses. Tress McDaid said that BAS is their standard software that they use in the Clerk's Office and that they have an add-on module so dog licenses can be renewed online. She said the first year would be \$100.00 and then there would be a \$300.00 maintenance fee. She said there is also an agreement that needs to be signed for the credit card portion of it as well. Councilor Corradino asked her to explain the fees. Tress McDaid said the online fees will be the same that they already paying, which is \$1.75 for a dog license. Councilor Corradino asked if the number 1,700 is correct for how many dogs we issued licenses for last year. Tress McDaid said yes. Councilor Corradino said that this will be helpful with the traffic and parking around City Hall.

**COMMITTEE DECISION:** Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council for approval of a quote submitted by Business Automation Services (BAS) for an Online Dog Portal to enable online renewal of dog licenses. Councilor Wilmott seconded the motion, unanimous approval

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

3. Resolution No. 224, dated June 10, 2019, lacked the necessary account to be amended. Attached is a resolution to correct that omission. Councilor Corradino said that this is standard bookkeeping.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council correcting Resolution No. 224. Councilor Wilmott seconded the motion, unanimous approval.

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

4. Nancy Sterio, Personnel Director, requests permission for the City Chamberlain to transfer \$20,000 from the Contingent Account, A.1990.0460 to the Fees for Service Non-Employee, A.1430.0450. Councilor Corradino said that Nancy Sterio could not be here tonight but he has talked her and she had explained that there were some unexpected expenses in her department dealing with personnel. He said that this is something that needs to be done and it was something that Nancy could not foresee.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council to authorize a request for the City Chamberlain to transfer \$20,000 from the Contingent Account, A.1990.0460 to the Fees for Service Non-Employee, A.1430.0450. 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, requests the Common Council rescind Resolution No. 209, dated May 28, 2019, and replace with the attached resolution approving bids received by Onondaga County Purchasing for various construction and trade materials. Thomas Kells said that this will allow the City to use two different companies so they will not be waiting for materials and it will make us more efficient.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council to approve the request to rescind Resolution No. 209, dated May 28, 2019, and replace with the attached resolution approving bids received by Onondaga County Purchasing for various construction and trade materials. Councilor Wilmott seconded the motion, unanimous approval.

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

6. Thomas Kells, Commissioner of the Department of Public Works, requests the Common Council rescind Resolution No. 164, dated April 22, 2019, and replace with the attached resolution approving bids received by Onondaga County Purchasing for Coarse Aggregate, Stone and Limestone. Thomas Kells said that by doing this we will be able to purchase through 3 or 4 different vendors in case one does not have the supplies they need at the time. Councilor McBrearty asked if we are required to use these materials within 2019 or if they will just roll over into the next. Thomas Kells said that yes they will roll over.

**COMMITTEE DECISION:** Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council for authorization to rescind Resolution No. 164, dated April 22, 2019, and replace with the attached resolution approving bids received by Onondaga County Purchasing for Coarse Aggregate, Stone and Limestone. Councilor DeMassi seconded the motion, unanimous approval.

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

7. The Wastewater Department requests a transfer of funds in the amount of \$19,740.97 to pay for Phase I elevator repairs from Contingent Account G.1990.0460 to Westside Contracted Services Account G.8140.0440. John McGrath said that the elevator at the Westside Wastewater Plant is 40 years old and that earlier this year they started refurbishing it. He said that they came in and started replacing the cylinder but they could not get it into the hole. He said that the extra money would be to bring a different company in to clean the hole out so that the cylinder can be put into the hole. Councilor Tesoriero asked for clarification this is just for cleaning the hole. John McGrath said yes but he would like to tell the Council that there is a risk that the hole could collapse while doing this and that could mean more money would be needed. Councilor Tesoriero said that this seems like a lot of money to clean a hole. John McGrath said that elevator repair is expensive and that this is not an uncommon repair when replacing a cylinder. Councilor Tesoriero asked if the new cylinder has been installed. John McGrath said no it has not been but they had attempted to install it and that is why a new company is being called in. Councilor Tesoriero asked if they received a rebate from the original company. John McGrath said that the original company will finish the job after the hole is cleaned. Councilor DeMassi said that this seems like it was just an unforeseen issue and something that could not be originally seen. John McGrath said yes that is correct. Councilor Tesoriero asked if the hole was partially collapsed already. John McGrath said no it is not but that it is still a possibility when they are cleaning it. Councilor Corradino asked what the hole actually looks like. John McGrath said he has not been down to look at it himself but he can say that this is necessary before they continue on in repairing the elevator. Councilor Tesoriero asked if they will put a metal sleeve over the hole. John McGrath said he cannot answer that question because he is not familiar with the technology but that whatever is in the hole has been there since 1977. Councilor DeMassi said that in her business when they work with elevators they send engineers in with the companies so nothing can be taken advantage of and asked if we could do something similar. John McGrath said he agrees and that their maintenance supervisor is already overseeing this project.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council for authorize the request for a transfer of funds in the amount of \$19,740.97 to pay for Phase I elevator repairs from Contingent

Account G.1990.0460 to Westside Contracted Services Account G.8140.0440. Councilor DeMassi seconded the motion, unanimous approval.

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

8. The City Clerk's Office requests authorization for the Mayor to sign a pending lease agreement for a new copier in the Processing Room to be supplied by Advance Business Systems. Tress McDaid said that the current copier that is in the copier room is very inefficient. She said that it is constantly jamming. She said that in our current lease agreement we are responsible for all parts and all toner for the machine. She said that with the new copier from Business Systems it includes all parts and toner in the price and that it is a better machine. She said they are currently using a copier similar to this in the Clerk's Office and they can attest that it is a well operating machine. Councilor Corradino asked how old the current copier is. Tress McDaid said it is 3 years old and that the new company would be buying out our 5 year lease and it would still be about \$100 cheaper than what we are currently paying. Councilor Wilmott asked what the brand of the new copier we would be getting. Tress McDaid said it is a Kyocera.

**COMMITTEE DECISION:** Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council to authorize the request for the Mayor to sign a pending lease agreement for a new copier in the Processing Room to be supplied by Advance Business Systems. Councilor Hill seconded the motion, unanimous approval.

***THE RESOLUTION WILL BE PREPARED BY THE CLERK'S OFFICE***

Councilor DeMassi made a motion to recess at 6:48 p.m. and was seconded by Councilor Wilmott, it was met with unanimous approval.

**Executive Session:**

Committee entered into Executive Session at 7:02 p.m. Committee reconvened at 7:10 p.m.

The following came out of Executive Session:

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

A motion to adjourn the meeting was made at 7:11 p.m. by Councilor Tesoriero. A second was made by Councilor DeMassi, and was unanimously approved.

Respectfully Submitted,

Brooke Fitzgerald  
Recording Secretary