

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
June 18, 2018**

Chairman Corradino called the meeting to order at 6:35 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; Kevin Caraccioli, City Attorney; and Deborah Coad, City Chamberlain.

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

A motion to approve the minutes of June 4, 2018 was made by Councilor Wilmott and seconded by Councilor Tesoriero; minutes were approved by a unanimous vote.

I. OLD BUSINESS: There was no old business.

II. NEW BUSINESS:

Authorization:

1. Randall Griffin, Fire Chief, is requesting permission to donate the City of Oswego Fire Department's WascoMat Commercial Washing Machine to the Oswego County Emergency Responder's Training Center.

The Oswego Fire Department recently acquired a new gear washing machine through NY Firefighter Cancer Network. Councilor Corradino said they recently received a donated washing machine so this one is no longer needed by the fire department.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting permission to donate the City of Oswego Fire Department's WascoMat Commercial Washing Machine to the Oswego County Emergency Responder's Training Center. Councilor DeMassi seconded the motion, unanimous approval.

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

2. Kristen Slimmer, Youth Activities Coordinator, is requesting the approval of artwork for the 2018 installment of the Springboard Mural Project. Pictures are available in the

Mayor's Office for your review. Kristen Slimmer said this is their 10th year. She said they have 16 submissions.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting approval of artwork for the 2018 installment of the Springboard Mural Project. Councilor DeMassi seconded the motion, unanimous approval.

THE COMMUNITY DEVELOPMENT OFFICE WILL PREPARE THE RESOLUTION.

3. Justin Rudgick, Community Development Director, is requesting a budget Amendment for the Lower Harbor Trail Enhancement Project in the amount of \$225,000.00 which will be reimbursed when the project is completed. Mayor Barlow said this project was laid out in his State of the City Address. He said it was identified in their Waterfront Feasibility Study in 2016 and one of the first projects submitted under consideration for the CFA's in 2016. He said they won \$590,000 for several projects. He said \$175,000 of this \$225,000 is money from CFA LWRP grant. He said the other \$50,000 is the required match. He said this has always been an improvement project that he wanted to see. He said the trail at the bottom of Breitbeck Park is all overgrown with brush and weeds. He said the plan is to level the area between Breitbeck Park and the trail and between the trail and the water. He said they will remove all the weeds and brush and install landscaping. He said they will have a seating area at the western edge of the project. He said they will have a secondary trail. He said they will install riprap to go between the trail and the lake which will allow people to go down to the water. He said they will build two small decks with benches that will go out over the water. He said if they approve the \$50,000 he is asking the Council to set up an Oswego Harbor Trail account. He said the grant will be reimbursed after completion. He said he wants the DPW to do the labor so the \$225,000 will go towards the project itself. Councilor McBrearty asked if they have checked into the brown site and disturbing it. Mayor Barlow said they already talked to the DEC. He said they pointed out what they can and can't move and when. He said they are waiting on one permit from the DEC and that is for putting the deck into the bottom of the lake. Councilor Gosek asked if it will still be open to bikes. Mayor Barlow said the purpose of the trail will not change.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council authorizing a budget Amendment for the Lower Harbor Trail Enhancement Project in the amount of \$225,000.00 which will be reimbursed when the project is completed. Councilor Hill seconded the motion, unanimous approval.

THE MAYOR'S OFFICE WILL PREPARE THE RESOLUTION.

4. Mayor William J. Barlow, Jr., requests permission to transfer funds to the Softball Reserve Account to continue the services of Champion Events and to close the account upon payment to Champion Events. A representative from Champion Events said they

are looking to add field mix to Fields 5 & 6 and complete renovation of Field 4. Councilor Corradino said they didn't expect any tournaments in 2018. The representative said they decided there was no reason why they shouldn't be bringing tournaments immediately. He said they held a tournament this past weekend with 21-22 teams there. He said they will be bringing the Girl's National Tournament here which will bring 1,500-2,000 people. He said they are looking at 20-30 tournaments per year. Councilor Hill said the DPW provided 120 man hours during Phase 1. He said it was his impression that they would make that investment and then the company would take over. He asked if he can say that in Phase 2 and beyond they won't have to use the DPW any longer. The representative said yes. He said the reason why there were so many man hours is because there was so much to be done. He said the agreement was that they would be given the facility in working order and there was so much work to be done. Councilor Hill said they are also requesting the scoreboard and water pipe be repaired. He said Commissioner Kells said he wasn't comfortable giving a blank approval for these things until he gets a chance to look at them. He said Commissioner Kells would like to meet with them before this goes to Council. Councilor Corradino said there is \$8,743.82 left in the dedicated softball account. He said they are asking for an additional \$6,256.18 which would be transferred from contingency. Councilor Hill said Commissioner Kells expressed a small concern over winterization. He asked if that is something the company would cover. The representative said yes. Councilor Hill asked if that could be included in the agreement. The representative said yes. He said that Champion's Events has put a lot of their money into this as well. Mayor Barlow said there has been an increase in participation numbers. The representative said last year they had seven teams. He said this year they are just under thirty and next year they will have 45-50.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting permission to transfer funds to the Softball Reserve Account to continue the services of Champion Events and to close the account upon payment to Champion Events. Councilor DeMassi seconded the motion, unanimous approval.

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

5. Mark Tesoriero, City Clerk, is requesting permission for the Deputy City Clerk to attend the 63rd Annual New York State Conference of Mayors Fall Training School for City and Village Officials to be held in Lake Placid, New York from September 23-28, 2018. Tress McDaid said this will be her first one to work towards her certification.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting permission for the Deputy City Clerk to attend the 63rd Annual New York State Conference of Mayors Fall Training School for City and Village Officials to be held in Lake Placid, New York from September 23-28, 2018. Councilor Wilmott seconded the motion, unanimous approval.

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

6. Randall Griffin, Fire Chief, is requesting an intra-departmental transfer of \$7,500.00 from Acct. #A.3410.0450 to Acct. #A.3410.0410 to purchase 4 ballistic vests and 2 swift water rescue suits for the City of Oswego Fire Department Rescue Task Force Team.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council authorizing an intra-departmental transfer of \$7,500.00 from Acct. #A.3410.0450 to Acct. #A.3410.0410 to purchase 4 ballistic vests and 2 swift water rescue suits for the City of Oswego Fire Department Rescue Task Force Team. Councilor DeMassi seconded the motion, unanimous approval.

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

7. Deborah Coad, City Chamberlain, requests discussion for authorization to enroll the City of Oswego in the National Intergovernmental Purchasing Alliance. Mrs. Coad said this is at the recommendation of Onondaga County. Councilor Corradino asked if there is a cost. Mrs. Coad said no.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting authorization to enroll the City of Oswego in the National Intergovernmental Purchasing Alliance. Councilor Tesoriero seconded the motion, unanimous approval.

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

8. Ken Scherrieble, President of the Camden Group and consultant to the City of Oswego is requesting discussion concerning Asset Management and CMMS (Computerized Maintenance Management System) development and implementation at the Westside Waste Water Treatment Plant. Ken Scherrieble said the improvements that they do have a return. He said they went through a full asset management program on the eastside and it allowed them to plan and budget a large project and they got a \$1.3 million grant to help them with the project. He said they do not have an asset management program on the westside or a CMMS. He said doing this will allow them to take all of the data from east and west side and put it into the CMMS and interface it with the SCADA system. He said it will give them red flags. He said it will help them track and do preventative maintenance and predictive maintenance. Councilor Corradino asked the cost. Ken Scherrieble said \$100,000. Councilor Tesoriero asked if it was budgeted. Ken Scherrieble said no because they were not sure what their

revenue was going to be. He said they have revenue in the contingency fund to take care of it.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council authorizing the development and implementation of Asset Management and CMMS (Computerized Maintenance Management System) at the Westside Waste Water Treatment Plant. Councilor Hill seconded the motion, unanimous approval.

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

9. The City Clerk's office has received an application from Phillip Gordon and Sons, Inc. to operate their Junk Yard for the period July 1, 2018 until June 30, 2019. Tress McDaid said their license expires the end of June. She said they have paid the \$100 fee.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting approval for Phillip Gordon and Sons, Inc. to operate their Junk Yard for the period July 1, 2018 until June 30, 2019. Councilor DeMassi 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 7:12 p.m. by Councilor Hill. A second was made by Councilor Tesoriero, and was unanimously approved.

Respectfully Submitted,

Mary M. Annal
Recording Secretary