

# **ADMINISTRATIVE SERVICES COMMITTEE MEETING**

## **June 3, 2019**

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 Hill; Councilor Tesoriero and Councilor Wilmott.

**MEMBERS EXCUSED:** Councilor Demassi

**OTHERS PRESENT:** Councilor McBrearty; Councilor Gosek; Kevin Caraccioli, City Attorney; Deborah Coad, City Chamberlain;

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

A motion to approve the minutes of the May 20, 2019 meeting 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:**

1. Mayor Barlow stated that two of the vehicles are broken down and one vehicle was damaged. He noted the usual 5 year cycle where one vehicle is purchased and this is the fifth year in that cycle and three (3) vehicles are being requested. He said that the request states "not to exceed \$80,000", which is probably high and that \$22,000 - \$24,000 is more likely.

#### **COMMITTEE DECISION:**

Councilor Hill made a motion to forward a favorable recommendation to the Full Council Councilor to authorize the request to purchase three (3) vehicles for use by the Oswego Code Enforcement Department, Oswego Fire Department, Oswego Police Department and the Oswego Department of Public Works from state contract, not to exceed \$80,000. Councilor Tesoriero seconded the motion, unanimous approval.

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

2. Thomas Kells said that the monies did not come out of the garage account but mistakenly came out of the marina budget so funds need to be transferred to the marina budget to cover the cost.

**COMMITTEE DECISION:**

Councilor Hill made a motion to forward a favorable decision to complete a transfer of funds from the Garage Personal Services Overtime Account, A.5132.102, to Marina and Docks Personal Services Overtime Account A.7230.102 in the amount of \$2,000.00. Councilor Tesoriero seconded the motion, unanimous approval.

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3. Nathan Emmons noted that he promised last year that, as a committee, he would come to the council one time to request funds for the 2019 City of Oswego Christmas Tree Lighting Event. This year the committee is asking for \$6,125 to be transferred, which is an additional expenditure to the \$5,000. Combined total being just over \$11,000.

Items he is asking for include the Iceless Ice Rink for \$4,200, with a new company who will build the rink to suit the space with a sound system and the Giant Snow Globe, which is used for holiday photo sessions.

Nathan recounted that the focus of the tree-lighting began to change five years ago to truly create a “special moment”; to create a memory, especially for the children, that the tree-lighting is something special.

The scope of the event, including the time and date, was reviewed and, after checking into various dates and times, it was decided the event would, again, occur on Small Business Saturday and that the program beginning time would be scaled back from last year, which was noon, to 2:30pm with the arrival of Santa Claus at City Hall with the rest of the activities beginning at 3:00pm.

The event will also include horse-drawn carriage rides and a roaming magician in the plaza. A big focus this year is on youth groups performing on stage as they are the biggest draw, as far as audience participation. The mayor’s program will be scaled back from half-hour to about 15 minutes.

Nathan noted that the Youth Bureau has been great in being engaged in the process of planning the kids activities to create this magic moment at City Hall. Changes are also being made to the goodie bags being given to the kids, which has normally included Oriental Trading items. This year the goodie bag is to include a custom-made ornament, a stuffed animal and a candy cane.

Councilor McBrearty mentioned concern of the ice rink from the last time there had been one at the tree lighting and wondered if there were other options. Nathan said many options of activities were considered and the ice rink is something that many can enjoy due to no age limitations and increased size.

He compared Oswego's activities during the tree lighting to those at Rockefeller Center, mentioning that Oswego, like Rockefeller Center, has the tree and the ice skating rink yet Oswego also has the giant snow globe, hot chocolate for the kids, we have Santa Claus here, we have fireworks...more than Rockefeller Center.

Nathan also noted that the weather is always a challenge, the size of the rink was an issue and said the advertising could be improved, as well. He also noted that, even after the fireworks last year, people ventured back to tree to continue activities so many of them will continue late into the evening.

Councilor Hill questioned the effectiveness of the skating rink and mentioned concern about the issues with it being addressed. Nathan mentioned that it is a new company that they chose to go with this year that he was already familiar with and he had a chance to ask the questions that needed to be asked and was assured that this would go well. When asked by Councilor Hill about testimonials, Nathan said that, yes, there were a number of testimonials. Councilor McBrearty asked if Nathan was able to talk directly with any of those giving the testimonials, to which Nathan replied that he was not.

Councilor Corradino said he will support this and hopes that the issues with the rink will be overcome. He also expressed desire to see the city attorney read "T'was the Night Before Christmas".

**COMMITTEE DECISION:**

Council Tesoriero made a motion to forward a favorable decision for the transfer of funds from the General Fund Contingent Account to the tourism Contracted Services Account along with permission for the mayor to sign agreements for the 2019 City of Oswego Tree Lighting Event. Councilor Wilmott seconded the motion, unanimous approval.

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

4. As Councilor Corradino addressed the need for a motion to be made to approve a recess to an executive session at the end of the committee meetings regarding the sale of properties, Kevin Caraccioli, City Attorney offered a correction for the record that the first property listed is 95 West Eighth Street, not 95 West Fifth Street, as listed.

**COMMITTEE DECISION:**

Councilor Hill made a motion to approve a recess to executive session at the end of the committee meetings to discuss the proposed sale of properties: 95 West Eighth Street, 285 West Eighth Street, 84 East Schuyler Street and 100 East Ninth Street. Councilor Tesoriero seconded the motion, unanimous approval.

The committee entered into Executive Session at 7:10pm.

At 7:30, Councilor Hill made a motion to reconvene after Executive Session. Councilor Tesoriero seconded the motion, unanimous approval.

5. Councilor Corradino announced an add-on concerning emergency work orders. Deborah Code, City Chamberlain addressed this resolution.

**COMMITTEE DECISION:**

Councilor Hill made a motion to forward a favorable decision that the City Chamberlain is authorized to complete all budget amendments to the appropriate accounts relating Emergency Work Orders commencing with the 2019 Budget and all subsequent budgets. Councilor Tesoriero seconded the motion, unanimous approval.

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