

**ADMINISTRATIVE SERVICES  
COMMITTEE MEETING  
June 4, 2018**

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.

***OTHERS PRESENT:*** Councilor McBrearty; Councilor Gosek; Nancy Sterio, Personnel Director; Kevin Caraccioli, City Attorney; Deborah Coad, City Chamberlain; and Tom Kells, Commissioner of Public Works.

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

A motion to approve the minutes of May 21, 2018 was made by Councilor DeMassi 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. Kevin Hill, Vice President of the Common Council, is requesting funding for the Summer Concert Series marketing proposal. Funds would come from the General Fund Contingent A.1990.0460. Councilor Hill said last year they received additional funding and were able to bring in some bigger bands. He said this money will cover print materials, a large stage sign, advertisement in the Shopper, and social media advertising.

**COMMITTEE DECISION:** Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council authorizing funding for the Summer Concert Series marketing proposal. Councilor DeMassi seconded the motion, unanimous approval.

**COUNCILOR HILL WILL PREPARE THE RESOLUTION.**

2. Robert Corradino, President of the Common Council, request to hire the Bonadio Group of Pittsford, NY to do an IT assessment of the City's technology infrastructure which will include the phones systems to provide recommendations of improving it. Funds would be transferred from the General Contingent Account A.1990.0460. Councilor Corradino said they started with a new phone system (VOIP) at the beginning of the year and there have been some connectivity issues. Charlie Wood from Bonadio Group said

they would come in and look at the VOIP system, routers, and switches. He said they were told there were connectivity problems not only with the phone system but also with WiFi and Office 365. He said these things are typically intertwined. He said they will look at the firewall, router, switches and do a vulnerability scan. He said they will find out why it is not working in 1½ to 2 weeks. Councilor Tesoriero said this is a city wide system. He asked if it would include all. Mr. Wood said yes. Councilor Tesoriero said this is the Phase I cost. Mr. Wood said yes. Councilor Tesoriero asked if there are phases after this. Mr. Wood said potentially if they want additional services after that. Councilor DeMassi asked if they have worked with Mike Bonney on this. Councilor Corradino said he met with three department heads (Police, Fire and Chamberlain) and Mike Bonney. He said the issues were more rampant in the beginning but there are still problems with connectivity. He said one dropped call to the fire department or police department is worth doing something now. Councilor DeMassi asked if the IT department has said they have done everything they can to make this right. Councilor Corradino said one of the issues is the IT department is one person. Mrs. Coad said Mike Bonney needs help. She said he is only one person. Councilor Corradino said in the last 2½ years that he has been on the Council they have spent a ton of money upgrading the DPW. He said the IT department is one person and they haven't put the resources into it to keep it up to today's standards. He said Phase I will be the connectivity issues and Phase II may look at updating the IT department. Councilor DeMassi asked if they could give Mike Bonney someone to work with. Mike Bonney said there is no IT department. He said he is an IT tech for the Chamberlain's department. He said he welcomes a fresh set of eyes. Councilor Corradino said there is not much support in the contract. He said the rates would be \$150 per hour during normal business hours and travel time from Massachusetts.

**COMMITTEE DECISION:** Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting approval to hire the Bonadio Group of Pittsford, NY to do an IT assessment of the City's technology infrastructure which will include the phones systems to provide recommendations of improving it. Councilor Wilmott seconded the motion, vote 4-1 (nay vote from Councilor DeMassi).

**COUNCILOR CORRADINO WILL PREPARE THE RESOLUTION.**

3. Robert Corradino has a request on behalf of the Promotion and Tourism Advisory Board to purchase 2,000 Collapsible Foam Can Holders with the Oswego Logo. Promotion and Tourism Advisory Board received three quotes from 4Imprint @ \$1,690.00, Crestline @ \$1,926.10 and ImageNow @ \$1,360.00 and they would like to go with the low bid from ImageNow. There are no funds for this purchase, therefore Robert Corradino is requesting a transfer of funds from the General Contingent Account A.1990.0460 in the amount of \$1,360.00 to Tourism Account A.6475.0460. Councilor Corradino said the purpose of this project is to try to piggyback onto the events so that people come back. He said the koozies would have the Oswego logo and the city website on them.

**COMMITTEE DECISION:** Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting approval to accept the low bid from ImageNow to purchase 2,000 Collapsible Foam Can Holders with the Oswego Logo. Councilor Wilmott seconded the motion, unanimous approval.

**COUNCILOR CORRADINO WILL PREPARE THE RESOLUTION.**

4. Engineering Office requests approval of Change Order No. 3 decreasing the construction contract with W.D. Malone Trucking & Excavating for the Sanitary Sewer Rehabilitation- Area 2 Final Quantity Summary in the amount of \$110,969.81 for the actual unit price pay item quantities versus the original contract estimates. Bob Johnson said this job ended up \$110,000 less than the estimate.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting approval of Change Order No. 3 decreasing the construction contract with W.D. Malone Trucking & Excavating for the Sanitary Sewer Rehabilitation- Area 2 Final Quantity Summary in the amount of \$110,969.81 for the actual unit price pay item quantities versus the original contract estimates. Councilor Tesoriero seconded the motion, unanimous approval.

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

5. The Wastewater Department is requesting permission for Chris Losurdo, Greg Crouse and Veryl Briglin to travel to SUNY Morrisville Environmental Training Center for the attached courses. Councilor Corradino said the funding is in the budget. Ken Scherrieble said they have been working to upgrade their training. He said these gentlemen were currently operator trainees and are moving into the 2A operator position.

**COMMITTEE DECISION:** Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting permission for Chris Losurdo, Greg Crouse and Veryl Briglin to travel to SUNY Morrisville Environmental Training Center for the attached courses. Councilor Tesoriero seconded the motion, unanimous approval.

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

6. Camden Group, Inc., currently provides the City of Oswego Wastewater Department a Superintendent, two Chief Operators and a part time Laboratory Manager, which meets the requirements of the City of Oswego and NYSDEC. The City of Oswego is looking to expand the agreement to add the services of a full time Laboratory

Supervisor/Technician in the amount of \$15,000 each. Ken Scherrieble said a lot of the changes are driven by the consent orders. He said there are more rules and regulations that have come down and the extra hours are necessary to move forward. He said they would like to move forward with a five year agreement. Councilor Tesoriero asked if these are services city employees could provide. Ken Scherrieble said the individual is a PhD. Councilor Corradino said they will be making the part-time Supervisor/Technician fulltime. Ken Scherrieble said yes. Councilor Corradino asked if there were any issues leading up to this. Ken Scherrieble said the rules and regulations have changed so there is a lot more work that has to be done. He said their testing requirements are growing. Councilor Tesoriero asked if Commissioner Kells is on board with all of this. Commissioner Kells said absolutely. He said they are doing a great job.

**COMMITTEE DECISION:** Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting approval to expand the agreement with Camden Group, Inc. to add the services of a full time Laboratory Supervisor/Technician in the amount of \$15,000 each. Councilor Hill seconded the motion, unanimous approval.

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

7. Thomas Kells, DPW Commissioner, received a request from Mayor Barlow to authorize the Chamberlain to pay Camden Group the sum of \$16,150.00 from Contracted Services, F.8320.440, for the preparation of an Engineering Report for the proposed modifications to the Chlorine feed system at the Water Treatment Plant. Mrs. Coad said the account number should be F.8320.440, the water fund and not the general fund. Commissioner Kells said regulations have changed. He said the Chlorine feed system they have is archaic. He said they have an open flame and that is not up to code.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council authorizing the Chamberlain to pay Camden Group the sum of \$16,150.00 from Contracted Services, F.8320.440, for the preparation of an Engineering Report for the proposed modifications to the Chlorine feed system at the Water Treatment Plant. Councilor DeMassi 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 permission to sign a participation agreement between the City of Oswego and the Northeast Regional Council of Carpenters. Councilor Wilmott said he will be abstaining from this vote. He said this agreement does not cost the city anything. He said if the DPW gets overwhelmed and the city wants to hire some carpenters for some projects the agreement says they will pay their wages and benefits. Councilor Gosek asked if the salaries are comparable. Ms. Sterio said she believes the wage rate that is listed in the contract is higher than what we pay

our employees but it is probably close. Councilor Wilmott said once this agreement is in place if help is needed Commissioner Kells can call the union hall. Commissioner Kells said as long as the money is budgeted.

**COMMITTEE DECISION:** Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting Mayor William J. Barlow, Jr. permission to sign a participation agreement between the City of Oswego and the Northeast Regional Council of Carpenters. Councilor Hill seconded the motion, unanimous approval (Councilor Wilmott abstained).

***THE MAYOR'S OFFICE WILL PREPARE THE RESOLUTION.***

9. Ken Scherrieble, President of the Camden Group and consultant to the City of Oswego is requesting a transfer to fund immediate equipment and inspection concerns at the Water Treatment Plant and associated pump stations. Ken Scherrieble said there are a lot of improvements to be made at the Water Plant. He said the work list has either been driven by the Department of Health or things that need to be done to keep the water they are sending to the residents in compliance with the Safe Drinking Water Act. Councilor Corradino inquired about a part for the Riley Pump Station that is relatively new. Ken Scherrieble said it was never put in. He said it allows them to monitor what is leaving the Riley Pump Station. Councilor Corradino said the total amount is \$40,000. Councilor Tesoriero asked if any was budgeted. Ken Scherrieble said no. Councilor Tesoriero asked how critical it is to do at this time. Bob Johnson said anytime they deal with Mr. Havner it becomes critical. He said the sooner they meet his requirements the better off they will be.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council authorizing a transfer to fund immediate equipment and inspection concerns at the Water Treatment Plant and associated pump stations. Councilor Tesoriero seconded the motion, unanimous approval.

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

10. Kevin Caraccioli, City Attorney, and Tom Kells, DPW Commissioner, seek approval to enter into an Agreement with the State of New York, Parks, Recreation and Historic Preservation for a public utility easement over lands located on the grounds of Fort Ontario. Mr. Caraccioli said Fort Ontario has had water service for quite some time. He said earlier this year the State Parks Department submitted an easement for the water line to be placed on the park grounds. He said this would be a permanent but non-exclusive easement. He said the water lines are already there and this is making it official.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting approval to enter into an Agreement with the State of New York, Parks, Recreation and Historic Preservation for an public utility easement over lands located on the grounds of Fort Ontario. Councilor DeMassi seconded the motion, unanimous approval.

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

11. Nancy Sterio, Personnel Director, is requesting to travel to the NYS Public Employers Labor Relations Association (NYSPELRA) Annual Conference in Saratoga Springs, New York held July, 17, 2018 through July 20, 2018. Ms. Sterio said this is the annual conference that deals with the labor relations portion of her job.

**COMMITTEE DECISION:** Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting approval for Nancy Sterio, Personnel Director, to travel to the NYS Public Employers Labor Relations Association (NYSPELRA) Annual Conference in Saratoga Springs, New York held July, 17, 2018 through July 20, 2018. Councilor DeMassi seconded the motion, unanimous approval.

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

12. Deborah Coad, City Chamberlain, requests authorization for Joanne Woodard and herself to travel to the 63<sup>rd</sup> Annual New York State Conference of Mayors Fall Training School in Lake Placid, New York, September 23-28, 2018. Mrs. Coad said this is the annual conference that provides her continuing education for her Compliance Officer designation. She said this will provide Joanne Woodard her second year of training on her quest for her designation.

**COMMITTEE DECISION:** Councilor Wilmott made a motion to forward a favorable recommendation to the Full Council granting authorization for Joanne Woodard and Deborah Coad to travel to the 63<sup>rd</sup> Annual New York State Conference of Mayors Fall Training School in Lake Placid, New York, September 23-28, 2018. Councilor Tesoriero 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 7:19 p.m. by Councilor Wilmott. A second was made by Councilor Tesoriero, and was unanimously approved.

Respectfully Submitted,

Mary M. Annal  
Recording Secretary