

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
July 2, 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; Tory DeCaire, Police Chief; Nancy Sterio, Personnel Director; Kevin Caraccioli, City Attorney; Deborah Coad, City Chamberlain; Justin Rudgick, Director of Community & Economic Development; and Mark Tesoriero, City Clerk.

MEDIA PRESENT: Steve Yablonski, Oswego Daily News; B. Rae Perryman, Palladium Times.

A motion to approve the minutes of June 18, 2018 was made by Councilor Tesoriero and seconded by Councilor Wilmott; minutes were approved by a unanimous vote.

I. OLD BUSINESS: There was no old business.

II. NEW BUSINESS:

Authorization:

1. Nancy Sterio, Personnel Director, requests approval of the standard work days for appointed and elected Officials for reporting to the New York State and Local Employees' Retirement System. Ms. Sterio said they did an analysis of the logs they had to do for March, April and May to come up with a monthly average. She said they have to report this information to the New York State Retirement System.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting approval of the standard work days for appointed and elected Officials for reporting to the New York State and Local Employees' Retirement System. Councilor DeMassi seconded the motion, unanimous approval.

THE PERSONNEL DEPARTMENT WILL PREPARE THE RESOLUTION.

2. Nancy Sterio, Personnel Director, requests approval to establish the standard work day for certain positions for New York State and Local Retirement System reporting purposes. Ms. Sterio said New York State Retirement says that every position has to have a standard work day. She said most of their union contracts specify it but some do

not and they have several non-union positions. She said these are the titles that have been created or changed since the last time they updated this.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting approval to establish the standard work day for certain positions for New York State and Local Retirement System reporting purposes. Councilor Wilmott seconded the motion, unanimous approval.

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

3. Tory DeCaire, Police Chief, requests permission for Mayor William J. Barlow, Jr., be authorized to enter into an agreement with the Oswego City School District to providing up to two School Resource Officers. Chief DeCaire said this is a renewal of the contract they do every year for school resource officers. He said there are a couple updates. He said the first is in the appendix that updates the salaries. He said the second is the change of the wording from one to up to two. He said right now they are planning on one School Resource Officer but they want the ability to contract for up to two. Councilor Tesoriero asked if they get reimbursed for this. Chief DeCaire said they get reimbursed for the 10 months that they are assigned to the school district.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting permission for Mayor William J. Barlow, Jr., be authorized to enter into an agreement with the Oswego City School District to providing up to two School Resource Officers. Councilor Wilmott seconded the motion, unanimous approval.

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

4. Tory DeCaire, Police Chief, requests permission to accept the donation of a ballistic vest for our K9 Crixus. The vest is being donated by Vested Interest in K9s, Inc. Chief DeCaire said this is an organization that donates vests to law enforcement K9s. He said the only thing that they are asking is if it is approved that the city does a press release acknowledging the vest was received as a donation.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting permission to accept the donation of a ballistic vest for our K9 Crixus. The vest is being donated by Vested Interest in K9s, Inc. Councilor Tesoriero 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 sign a Memorandum of Understanding between the City of Oswego and County of Oswego creating a partnership between the City of Oswego Department of Code Enforcement and Oswego County Department of Social Services. The MOU will ensure that any applicant for housing through Oswego County DSS is placed in a property in the City of Oswego that is compliant with all local laws and regulations, including the possession of a valid City of Oswego rental permit. The MOU dictates that DSS employees will have access to the City of Oswego's MUNICIPALITY software and will use the software to verify the properties under consideration are code compliant and have a valid rental permit. Mayor Barlow said this started last summer with a code enforcement call. He said they found that the individual was placed in that property by DSS. He said the property had no running water, no bathroom, no seals around the windows, one outlet with an extension cord with surge protectors throughout the rest of the house, and no heat or air conditioning. He said they met with DSS and worked together on how to make the system better. He said there was no system in place where DSS would know a quality property from one that is not code compliant. He said they share the same vision that they shouldn't be placing people into unsafe housing. He said this MOU says the City of Oswego will allow DSS access to our MUNICIPALITY software. He said they trained the staff already. He said DSS will check to make sure the property has a City of Oswego rental permit and is code compliant. He said to get the rental permit the property has to be current on taxes so not only is this helping with the safety aspect but also a landlord that owes the city money isn't getting money from DSS. Councilor Hill said he was contacted by a constituent complaining about a house. He said the house was deemed unsafe and months later the house was still rented. He said code enforcement said they had done all they could and it was determined that the tenants were being placed by DSS. He said with this agreement they can take the steps to get this house vacated.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting Mayor William J. Barlow, Jr. authorization to sign a Memorandum of Understanding between the City of Oswego and County of Oswego creating a partnership between the City of Oswego Department of Code Enforcement and Oswego County Department of Social Services. Councilor Wilmott seconded the motion, unanimous approval.

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

6. Susan Deary, City Assessor, is presenting a resolution to the Full Common Council for the confirmation of the 2018 Assessment Roll for the City of Oswego. Councilor Corradino said this is standard operating procedure.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council authorizing the confirmation of the 2018 Assessment Roll for the City of Oswego. Councilor Hill 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, is requesting authorization to transfer \$23,700 from the Water Fund Contingent Account F.1990.0460 to F.8320.200 Water Power and Pump for the purchase of three (3) Inserta-valves. Mrs. Coad said this is for the emergency purchase of these valves.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting authorization to transfer \$23,700 from the Water Fund Contingent Account F.1990.0460 to F.8320.200 Water Power and Pump for the purchase of three (3) Inserta-valves. Councilor Tesoriero seconded the motion, unanimous approval.

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

8. The Office of Economic Development has successfully secured grant funding for several projects for the City of Oswego under the direction and leadership of Mayor Barlow. In order to successfully begin and complete the project, the Common Council needs to authorize the City Chamberlain to secure bond financing for seven capital improvement projects that will have a positive impact for the community in terms of improving the quality of life and enhance recreational activities, tourism and economic development. Mayor William J. Barlow, Jr., will speak regarding the awarded grant funding Capital Improvement Projects. Mayor Barlow said this is a preliminary resolution. He said tonight will give Mrs. Coad permission to go to the Bond Council and seek out the \$6.3 million bond. He said once they get the amount they will have to publicize that for 20 days and then come back for official permission. He said they are looking at a 5 year bond. He said the interest rate is usually 1.3-1.5%. He said this account will be for the seven projects mentioned. He said they have to front the grant money they won and it will be reimbursed. He said in order to front that money it will require a bond. He said he would not expect the final number to be the \$6.3 million because they will look at each project to see what they can take out. He said they won't have to bond for the projects that will be completed in the short term because they can front that money on their own.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council authorizing the City Chamberlain to secure bond financing for seven capital improvement projects. Councilor DeMassi seconded the motion, unanimous approval.

THE MAYOR'S OFFICE WILL PREPARE THE RESOLUTION.

9. Randall Griffin, Fire Chief, requests permission to send one (1) personnel to the required First Line Supervisory Training Program at Fort Totten, located in Queens, New York, July 29-2018 through August 24, 2018. Ms. Sterio said it is a state law when they promote someone to First Line Supervisor that they have this training and this is the only place they teach it in New York State.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting permission to send one (1) personnel to the required First Line Supervisory Training Program at Fort Totten, located in Queens, New York, July 29-2018 through August 24, 2018. Councilor Wilmott seconded the motion, unanimous approval.

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

10. Tory DeCaire, Police Chief, requests permission to send three (3) police officers to the New York Police Juvenile Officers Association Annual Training Conference in Binghamton, New York from August 27, 2018 through August 31, 2018. Chief DeCaire said they are looking at three different training courses for three different personnel. He said one is an advanced course for the current School Resource Officer, one is to certify one of their Juvenile Officers as a School Resource Officer, and one is to certify one of his current investigators as a Juvenile Officer and that is in response to the upcoming legislation that will be moving 16 and 17 year olds from the adult system to the juvenile system.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting permission to send three (3) police officers to the New York Police Juvenile Officers Association Annual Training Conference in Binghamton, New York from August 27, 2018 through August 31, 2018. 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 recess the meeting was made at 7:04 p.m. by Councilor Tesoriero. A second was made by Councilor DeMassi, and was unanimously approved. A motion to come out of recess was made at 7:20 p.m. by Councilor Hill. A second was made by Councilor DeMassi, and was unanimously approved.

Executive Session:

11. Kevin Caraccioli, City Attorney, requests an executive session to discuss the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or

sale or exchange or securities held by such public body, but only when publicity would substantially affect the value thereof. The property in question is located at 375 Mitchell Street & 305½ E. Seneca Street.

Committee entered into Executive Session at 7:20 pm. Committee reconvened at 7:45 pm.

The following came out of Executive Session:

COMMITTEE DECISION: No action taken.

A motion to adjourn the meeting was made at 7:45 p.m. by Councilor DeMassi. A second was made by Councilor Wilmott, and was unanimously approved.

Respectfully Submitted,

Mary M. Annal
Recording Secretary