

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
August 16, 2021**

Chairman Corradino called the meeting to order at 6:34 p.m.

MEMBERS PRESENT: Councilor Corradino, Councilor Hill, Councilor Burrridge, Councilor McBrearty and Councilor Plunkett.

OTHERS PRESENT: Councilor Gosek; Councilor Walker; Christopher Baker, Director of Information Technology; Deborah Coad, City Chamberlain; Jeff Hinderliter, City Engineer; Curt Miller, Director of Code Enforcement; Jeff McGann, Permit Administrator; Phil Cady, Chief of Police

MEDIA PRESENT: No media present.

OLD BUSINESS: There was no old business.

A motion to approve the minutes of the August 2, 2021, meeting was made by Councilor Hill and seconded by Councilor Plunkett. Minutes were approved by a unanimous vote.

NEW BUSINESS:

1. **Mayor William J. Barlow, Jr. requests authorization for City Chamberlain, Deborah Coad, to transfer funds from the General Fund Contingent Account, A.1990.0460, to the Tourism Contracted Services Account, A.6475.0440, in the amount of \$5,000.00 in order to sponsor the Central New York Pumpkinfest in Oswego, hosted by the Oswego YMCA.** Councilor Corradino stated that Pumpkinfest is an event that the City has sponsored in the past, so this is a normal request.

COMMITTEE DECISION: Councilor Burrridge made a motion to forward a favorable recommendation to the Full Council the request from Mayor William J. Barlow, Jr. to authorize City Chamberlain, Deborah Coad, to transfer funds from the General Fund Contingent Account, A.1990.0460, to the Tourism Contracted Services Account, A.6475.0440, in the amount of \$5,000.00 in order to sponsor the Central New York Pumpkinfest in Oswego, hosted by the Oswego YMCA. Councilor McBrearty seconded the motion, unanimous approval.

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

2. **Mayor William J. Barlow, Jr. requests a discussion regarding proposed amendments to the Social Host Law.** Chief of Police, Phil Cady, noted that instead of "Social Host Law," on the agenda page, it should have read, "Nuisance Abatement Committee." He explained that after several meetings and hearings the Assistant City Attorney, Ed Izyk, had suggested to make a few changes regarding the Nuisance Abatement Committee. First and foremost, he suggested removing the Director of Code Enforcement from the Committee. The issue with having the Director of Code Enforcement on the Committee is that he is going out every day and enforcing these rules, and then he comes to the meetings acting as the judge and jury. This will give the Mayor some latitude when it comes to who is chosen for the Committee and will also allow a member of the Common Council to be appointed. Another proposed change is an addition to the verbiage under Section 170-3, "Definitions." The suggested definitions to be added are as follows; "Chief – The Chief of Police of the City of Oswego or his/her designees," and "City Attorney – The City Attorney of the City of Oswego or his/her designees." This will allow the Assistant City Attorney to participate in meetings and hearings. The last proposed amendment is the addition of "Compliance with the technical rules of evidence shall not be required," to be added in Section 170-4, Subdivision D, because these hearings are informal. It should also be noted that this item was supposed to be on Planning & Development.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council the request from Mayor William J. Barlow, Jr. regarding proposed amendments to the Nuisance Abatement Committee. Councilor Hill seconded the motion, unanimous approval.

THE RESOLUTION WILL BE PREPARED BY THE CITY ATTORNEY TO BE FORWARDED TO THE FULL COUNCIL.

3. **Mayor William J. Barlow, Jr. requests that the Common Council accept the low bid submitted by GHD Consulting Services, Inc. in the amount of \$113,060.00 to provide engineering services for the Eastside Wastewater Treatment Plant Blower Improvements Project.** Jeff Hinderliter, City Engineer, noted that the City has worked hard at investing in our plants, however that hard work has also been in partnership with the DEC and EFC, as well as other State-level organizations that recognize the importance of these projects. Through the current consultant who's running the Eastside Wastewater Project, Jacobs, we applied for this Green Infrastructure Grant, which is meant to reduce our energy usage at what is likely our largest energy user in the City. At our Sewer Treatment Plants there are blowers that run 24/7 in the tanks to keep them aerated, and that's probably our single largest energy use in the City. With that said, any energy improvements we can do there really makes a big difference. Further, these facilities are quite old, so this lets us upgrade how we're doing things and will allow us to modernize the process. After we received the award notice, we solicited three firms that we've done a lot of past work with. GHD was the low bid at \$113,060.00, Jacobs at \$150,491.00, and Brown & Caldwell at \$193,000.00. GHD was not chosen solely based on the fact that they were the low bid, but also because of their qualifications. Ken Scherrieble and his staff

with Camden Group are extremely knowledgeable with how these plants work and he agreed it would be best to choose GHD at the low bid as well.

COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council the request from Mayor William J. Barlow, Jr. for the Common Council to accept the low bid submitted by GHD Consulting Services, Inc. in the amount of \$113,060.00 to provide engineering services for the Eastside Wastewater Treatment Plant Blower Improvements Project. Councilor Hill seconded the motion, unanimous approval.

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

4. **Mayor William J. Barlow, Jr. requests authorization to extend the current lease agreement with Camelot Lodge, LLC for an additional four (4) months to house the City of Oswego Tourism Center.** Councilor Corradino stated that this is a rescind and replace situation and there was a typo with the account number in the resolution.

COMMITTEE DECISION: Councilor Burrige made a motion to forward a favorable recommendation to the Full Council the request from Mayor William J. Barlow, Jr. for authorization to extend the current lease agreement with Camelot Lodge, LLC for an additional four (4) months to house the City of Oswego Tourism Center. Councilor McBrearty seconded the motion, unanimous approval.

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

5. **City Chamberlain, Deborah Coad, requests discussion regarding replenishing funds to the Garage Budget, A.5132.0410, as needed for the Marina fuel expense.** Deborah Coad, City Chamberlain explained that this request is to refund the Garage Budget where the money to purchase the fuel was taken out of. The budget will be refunded from the sale of the Marina fuel, and eventually, this will go to the Marina Budget as soon as there is historical data that they can base their estimate off of for the line.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council the request from City Chamberlain, Deborah Coad, regarding replenishing funds to the Garage Budget, A.5132.0410, as needed for the Marina fuel expense. Councilor Burrige seconded the motion, unanimous approval.

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

6. **The Department of Public Works and Recreation is requesting authorization for the City Chamberlain to complete a transfer of funds from the Water Contingency Fund, F.1990.0460, to the Water Fund Transmission and Distribution Materials and Supplies, F.8340.0410, in the amount of \$75,000.00 to purchase additional parts needed for water main and fire hydrant repairs throughout the City.** Jeff Hinderliter, City Engineer, noted that the water crew, led by Wesley Morse, has worked extremely hard at addressing water issues throughout the City. For instance, when hydrants get damaged, or when water breaks occur, Wesley and his crew have worked very hard at making our City water a priority. With that said, DPW is requesting money for parts to stock up for winter breaks. During the winter, water leaks that occur underground start to freeze, then the ground starts to move and they turn into big breaks. Wesley has made it a priority to pre-purchase a tool bag of parts that he knows we're going to need. This will allow the water crew to keep working all winter long without any major problems. Hinderliter stated that he hopes this will be approved so we can continue to invest in our water system and keep it whole. Councilor Corradino noted that the Water Department has been in the seventh ward quite a bit this year, and it seems as though there is a lot of repairing that needs to be done, so this seems like a good investment.

COMMITTEE DECISION: Councilor Burrige made a motion to forward a favorable recommendation to the Full Council the request from the Department of Public Works and Recreation to authorize the City Chamberlain to complete a transfer of funds from the Water Contingency Fund, F.1990.0460, to the Water Fund Transmission and Distribution Materials and Supplies, F.8340.0410, in the amount of \$75,000.00 to purchase additional parts needed for water main and fire hydrant repairs throughout the City. Councilor McBrearty seconded the motion, unanimous approval.

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

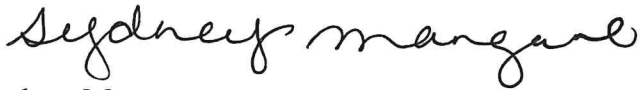
7. **City Attorney, Kevin Caraccioli, requests an Executive Session to discuss proposed, pending, or current litigation. RE: Port of Oswego Authority.**

A motion to go into executive session was made at 6:45 p.m. by Councilor Plunkett. A second was made by Councilor Hill, unanimous approval.

A motion to come out of executive session was made at 7:36 p.m. by Councilor Plunkett. A second was made by Councilor Hill, unanimous approval.

A motion to adjourn the meeting was made at 7:36 p.m. by Councilor McBrearty. A second was made by Councilor Hill, unanimous approval.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Sydney Mangano". The signature is written in black ink and is positioned above the printed name.

Sydney Mangano