

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
September 20, 2021**

Chairman Corradino called the meeting to order at 6:35 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 McGann, Permit Administrator; Phil Cady, Police Chief; Randall Griffin, Fire Chief; Kevin Caraccioli, City Attorney

MEDIA PRESENT: No media present.

OLD BUSINESS: There was no old business.

A motion to approve the minutes of the September 7, 2021, meeting was made by Councilor Burrridge and seconded by Councilor Hill. Minutes were approved by a unanimous vote.

NEW BUSINESS:

1. **Mayor William J. Barlow, Jr. requests a budget amendment in the amount of \$3,300.00 to the Tourism Contracted Services Account, and authorization to sign all agreements with The Ice Farm, INC. for ice sculptors for the 2021 Tree Lighting Events.** Councilor Corradino stated that this is just one of the multiple companies the City works with to provide fun activities and sights to enjoy at the annual Christmas Tree lighting event.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council the request from Mayor William J. Barlow, Jr. for a budget amendment in the amount of \$3,300.00 to the Tourism Contracted Services Account, and authorization to sign all agreements with The Ice Farm, INC. for ice sculptors for the 2021 Tree Lighting Events. Councilor Plunkett seconded the motion, unanimous approval.

THE RESOLUTION WILL BE PREPARED BY THE CLERK'S OFFICE TO BE FORWARDED TO THE FULL COUNCIL.

2. **Mayor William J. Barlow, Jr. requests discussion regarding the request from Patricia Levine, on behalf of the Friends of Montcalm Park Neighborhood Association to renew an agreement between the City of Oswego and the Association.** No one was here to speak on this item, however, Councilor Corradino asked the City Attorney what his opinion on item number 9 in the original lease agreement with the association was. Number 9 stated that the Association has to provide the City the names and addresses of officers of the Association and needs to update as necessary. Specifically, Councilor Corradino asked Caraccioli if the City does in fact have a current list, as it most likely changes every year. Kevin Caraccioli said he is not aware of who the officers are, however, he knows that Trish Levine is heavily involved and has been for a number of years. He believes that she may serve as an officer in the Association but does not know for sure. He explained that this has been a long-standing agreement with the City and they've indicated that they've made significant investments and enhancements to the park and wish to keep this relationship going. Councilor Corradino suggested if item number 9 is not applicable anymore (the original contract was dated 1997) we can take it out of the new version for this year or hold them to it. Caraccioli said we should hold them to it so we know who is involved/in charge. Councilor McBrearty suggested to list the current roster in the new agreement.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council the request from Mayor William J. Barlow, Jr. requests discussion regarding the request from Patricia Levine, on behalf of the Friends of Montcalm Park Neighborhood Association to renew an agreement between the City of Oswego and the Association. Councilor Burrige seconded the motion, unanimous approval.

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

3. **Mayor William J. Barlow, Jr. requests discussion regarding the submission for the First Time Home Buyer Program, and the Housing Rehabilitation Program, as well as approval to hold a public hearing.** Councilor Hill mentioned that he has had a lot of requests from constituents and former constituents who have moved away but want come back, looking for information on the First Time Homebuyer Program in particular, because it was a sum of money that was given towards the down payment. He said he would love to see us get that application in so we can get that program back up and funded again because there are a lot of people looking for this type of assistance.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council the request from Mayor William J. Barlow, Jr. requests discussion regarding the submission for the First Time Home Buyer Program, and the Housing Rehabilitation Program, as well as approval to hold a public hearing. Councilor Plunkett seconded the motion, unanimous approval.

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FORWARDED TO THE FULL COUNCIL.***

4. **Police Chief, Phillip D. Cady requests discussion regarding a budget amendment for floor replacement throughout the Police Station. Police Chief, Phil Cady stated that he was asked by Councilor McBrearty to look into full flooring restoration at the Police Department.** Police Chief, Phil Cady said as part of the 2022 budget, he is looking to replace flooring, desks, furniture, and other upgrades in the station. Oswego Quality Carpet who is part of the Onondaga County bid process, and is also a local vendor, came to check out the state of the Police Station. Tile in the front of the station is breaking up, so the plan is to put a self-leveling compound over that with vinyl flooring. The main hallway in the back, as well as one of the interview rooms that has shag carpet, will be updated with vinyl flooring as it's easier to clean. All of the offices will have new carpet squares, so if somebody spills something or it somehow gets ruined, they can just replace the squares instead of replacing the whole carpet. It was decided to move ahead with this now, and the budget for next year will be used towards furniture and other upgrades. Additionally, there are significant stains on the ceiling that need to be painted, as well as the walls, so there is a lot of upgrading that needs to be done. Councilor Hill disclosed that Oswego Quality Carpet is owned by his uncle, David Hill. Dustin, who signed the quote, is his cousin, but not direct or immediate family and there is no financial interest. He stated he will vote on this, but he just wanted to put that out there.

COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council the request from Police Chief, Phillip D. Cady for a budget amendment for floor replacement throughout the Police Station. Police Chief, Phil Cady stated that he was asked by Councilor McBrearty to look into full flooring restoration at the Police Department. Councilor BurrIDGE seconded the motion, unanimous approval.

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FORWARDED TO THE FULL COUNCIL.***

5. **Fire Chief, Randall B. Griffin is requesting an intra-departmental transfer of funds from multiple accounts in order to cover miscellaneous purchases to be made through the end of the fiscal year 2021.** Fire Chief, Randall Griffin stated that this is part of their regular fourth quarter spending where they try to find money in the budget that can be used to purchase equipment. He explained the other part of this, for full disclosure, is to fix a clerical error. In the transition from Mrs. Wells, who had been with the Fire Department for 30 years, to Mrs. Wildrick, the new secretary, a lot of the things that Mrs. Wells had done in the past were carried over. In the past, the budgeted money for heating and cooling, for instance, came out of the .0200 account, and the large equipment purchased this past year was moved to the .0440, which is what Mrs. Wells did in the past. He said this year he went into that account and saw the funds missing, indicating a clerical issue where money was taken from one account, when it really should have been coming out of another account, (the account

where it was budgeted for). He said from now on he will make sure they're looking at the line where the expenditures are coming from. In conclusion, part of this is a clerical fix to put that money back from the .0440 account, while the other part of this is to purchase equipment. One of the pieces of equipment that was budgeted for was a marine thermal imaging device. The department relies on thermal imaging when trying to locate people in need that are in areas of low visibility. This would be a fixed camera with a stabilizer on it that would study the image and also allow them to zoom in order to try to find people at night along the break wall. The other thing that they're concentrating on is trying to come up with a new way to decontaminate not only chemical spills, but also drugs like fentanyl. A method called Dahlgren, a different technique to decontaminate, is one of the top priorities when looking for funds for the fourth quarter. Councilor Corradino wanted to clarify that there are five transfers. Chief Griffin confirmed that it is five transfers and the majority are going to the .0200 account, and the last one that is going to the .0410 account will be below \$5,000.00.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council the request from Fire Chief, Randall B. Griffin for an intra-departmental transfer of funds from multiple accounts in order to cover miscellaneous purchases to be made through the end of the fiscal year 2021. Councilor McBrearty seconded the motion, unanimous approval.

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6. **Fire Chief, Randall B. Griffin is requesting approval to accept a donation from the Oswego Firefighter's Benevolent Association of Local 126.** Randall Griffin explained that this is in regard to the donation of an ice machine purchased by the Oswego Firefighters Benevolent association of Local 126. He stated that this is an ice machine that they purchased through Surplus Kitchen Equipment and it would use City power and water. This ice machine would provide a ready supply of ice to put into coolers for ice packs, drinks, etc. Councilor Corradino asked what they do now for ice. Chief Griffin said that they use a refrigerator freezer and it takes a very long time to fill up a cooler with that, so to be able to accept this donation would be very helpful.

COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council the request from Fire Chief, Randall B. Griffin for approval to accept a donation from the Oswego Firefighter's Benevolent Association of Local 126. Councilor Hill seconded the motion, unanimous approval.

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

7. **Fire Chief, Randall B. Griffin is requesting a budget amendment in the total amount of \$46,149.00 in order to purchase miscellaneous firefighting tools and**

equipment. Fire Chief, Randall Griffin is requesting a budget amendment in the total amount of \$46,149.00 to purchase miscellaneous firefighting tools and equipment. The Federal Management Agency awarded the City of Oswego an Assistance to Firefighters Grant in the amount of \$176,208.00 to upgrade infrastructure at both City fire stations, however, the actual cost of the project was below the total estimated cost by about \$53,000.00. Chief Randall said he asked if they could leverage the remaining money that was not used to pay for additional tools and equipment and they said yes. He explained that the parameters were set for certain equipment such as a large diameter hose which costs about \$1,000.00. Other than that, they were able to purchase similar pieces of equipment with that \$46,149.00 that was approved for them to use. He stated that in conclusion he is requesting a budget amendment because much of this equipment will not be here by the end of their fiscal year, so they won't get reimbursed from FEMA until it arrives, thus this will allow him to use that money to buy other things while they wait for the equipment to come in, then the City would be reimbursed the \$46,149.00.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council the request from Fire Chief, Randall B. Griffin for a budget amendment in the total amount of \$46,149.00 in order to purchase miscellaneous firefighting tools and equipment. Councilor Hill seconded the motion, unanimous approval.

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

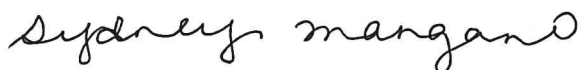
8. Mayor William J. Barlow, Jr. requests an executive session to discuss property at 20 East Seventh Street.

A motion to go into executive session was made at 6:50 p.m. by Councilor Burrridge. A second was made by Councilor Plunkett, unanimous approval.

A motion to come out of executive session was made at 7:18 p.m. by Councilor Plunkett. A second was made by Councilor McBrearty, unanimous approval.

A motion to adjourn the meeting was made at 7:18 p.m. by Councilor Burrridge. A second was made by Councilor Hill, unanimous approval.

Respectfully Submitted,



Sydney Mangano