

**ADMINISTRATIVE SERVICES  
COMMITTEE MEETING  
September 7, 2021**

Chairman Corradino called the meeting to order at 6:38 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; Taran Pashow, Engineering Department Technician; Deborah Coad, City Chamberlain; Jeff McGann, Permit Administrator; Kevin Caraccioli, City Attorney; Mayor William J. Barlow, Jr.

***MEDIA PRESENT:*** No media present.

***OLD BUSINESS:*** There was no old business.

A motion to approve the minutes of the August 16, 2021, meeting was made by Councilor Hill and seconded by Councilor McBrearty. Minutes were approved by a unanimous vote.

**NEW BUSINESS:**

1. **Mayor William J. Barlow, Jr. requests a budget amendment to Parks A.7110.0410, in the amount of \$9,265.00, and authorization for City Chamberlain, Deborah Coad, to pay invoice #0044506-IN to The Fibar Group, LLC for new mulch at Shapiro Park.** Mayor William J. Barlow, Jr. stated that this is in regard to an invoice for new mulch that was placed at Shapiro Park. In addition to that, they're working on new swings and a new slide for the playground. Councilor Corradino thanked the Mayor and Council for the support on this request as the Park needs some work, and he is looking forward to the future improvements.

**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 a budget amendment to Parks A.7110.0410, in the amount of \$9,265.00, and authorization for City Chamberlain, Deborah Coad, to pay invoice #0044506-IN to The Fibar Group, LLC for new mulch at Shapiro Park. Councilor Burrridge seconded the motion, unanimous approval.

***THE RESOLUTION WILL BE PREPARED BY THE DPW TO BE FORWARDED TO THE FULL COUNCIL.***

2. **Mayor William J. Barlow, Jr. requests a budget amendment to the Athletic Fields Materials and Supplies Account, A.7190.0410, in the amount of \$11,000.00 for three 100x100 ft field tarps for the Legends Softball Complex.** The Mayor explained that the City has six softball fields at the Legends Softball Complex. The

last few years we have contracted with Champions to manage the fields, but the City still owns them and makes sure the fields stay in good condition so the tournaments happen without delays or complications. The Mayor noted that the softball tournaments bring a lot of business to the City, filling our hotels and restaurants.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council the request from Mayor William J. Barlow, Jr. for a budget amendment to the Athletic Fields Materials and Supplies Account, A.7190.0410, in the amount of \$11,000.00 for three 100x100 ft field tarps for the Legends Softball Complex. Councilor Plunkett seconded the motion, unanimous approval.

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

3. **Mayor William J. Barlow, Jr. requests a budget transfer in the amount of \$40,000.00 from the Tourism Contracted Services Account, A.6475.0440, to the Office of Economic Development - CDA Account 6420, for the Special Events budget in order to continue to organize and execute events on behalf of the City of Oswego.** The Mayor explained that this is already budgeted money in the 2021 budget, and the request is simply to transfer funds from one account to another. Similar to the previous budget, the City assigns \$40,000.00 to go to the Special Events budget for events such as the summer concert series, Water Street Square series, and Fourth of July parade. This \$40,000.00 was placed in the Promotion and Tourism budget in 2021 because we knew we were going to spend it on tourism initiatives. It turns out in 2021 we've spent this money and then some on events and it sounds like from the budget workshop we will be able to do the same thing next year. In conclusion, he stated that for now the money has to be transferred to pay some outstanding bills and then get to work on some upcoming fall and winter events.

**COMMITTEE DECISION:** Councilor Burridge made a motion to forward a favorable recommendation to the Full Council the request from Mayor William J. Barlow, Jr. for a budget transfer in the amount of \$40,000.00 from the Tourism Contracted Services Account, A.6475.0440, to the Office of Economic Development - CDA Account 6420, for the Special Events budget in order to continue to organize and execute events on behalf of 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.***

4. **City Engineer, Jeff Hinderliter, requests permission to seek RFPs (Request for Proposals) for the operations and maintenance of the High Dam Facility.** The Mayor explained that earlier this year the City terminated their contract with Brookfield, and it will officially end on October 31st. The Engineering Department found some serious issues with the service, or lack thereof, we were getting from



Brookfield and the managing of our High Dam Facility. In the meantime, our staff here at City Hall has been running the facility and taking care of it with any support that Brookfield still has to provide until October 31st. He stated that they are requesting permission to publicize this request for proposals for the next month and a half so they can hopefully have something in place soon. Councilor Corradino asked for clarification on the timing, whether the RFP is going to be for 14 months, or if it's going to be 2 months, and then another 12-month option. The Mayor explained that we are going to do the one year, and then there's the one-year option if either party changes their mind, then we don't have to exercise that option, but if we're pleased with the service we will bring them back after a year. Councilor Corradino asked if the contract with Brookfield ends October 31st, what are we doing for November and December? The Mayor explained that depending on how quickly we can get the RFP out and publicized for 30 days, we will approve it and have it ready to go for November.

**COMMITTEE DECISION:** Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council the request from City Engineer, Jeff Hinderliter, for permission to seek RFPs (Request for Proposals) for the operations and maintenance of the High Dam Facility. Councilor McBrearty seconded the motion, unanimous approval.

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

5. **The Engineering Department requests approval of Change Order No. 13 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Asset Management Plan Improvement Project, in the amount of \$6,529.30.** Taran Pashow, the City Engineering Technician, explained that they are requesting additional lighting to be added to the second story of the Eastside Wastewater Treatment Plant, as the lack of light poses a safety risk.

**COMMITTEE DECISION:** Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council the request from the Engineering Department for approval of Change Order No. 13 with Patricia Electric, Inc. for the Eastside Wastewater Treatment Plant Asset Management Plan Improvement Project, in the amount of \$6,529.30. Councilor Burrige seconded the motion, unanimous approval.

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

6. **City Chamberlain, Deborah Coad, requests discussion regarding a donation from the Oswego Sunrise Rotary Club.** Deborah Coad, City Chamberlain, explained that we received a check from the Sunrise Rotary Club for \$1,579.50, with a copy of an invoice for flowers that were purchased for the Peace Garden, so she needs permission to accept the donation.

**COMMITTEE DECISION:** Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council the request from the City Chamberlain, Deborah Coad, requests discussion regarding a donation from the Oswego Sunrise Rotary Club. Councilor Burrige seconded the motion, unanimous approval.

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

7. **Chris Baker, Director of Information Technology, requests discussion regarding an intra-departmental transfer of funds to cover various technological purchases.** Chris Baker, Director of Information Technology, explained that there is money left in the Contracted Services Account from canceling unnecessary services, and is looking to transfer that money from the Contracted Services Account to the Equipment Account to cover additional purchases made this year. Councilor Walker asked for a total. Baker stated that he is still figuring out a total, but it will not exceed \$40,000.00. He said he would have it finalized and ready in a resolution by Thursday.

**COMMITTEE DECISION:** Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council the request from Chris Baker, Director of Information Technology, for a discussion regarding an intra-departmental transfer of funds to cover various technological purchases. Councilor Hill seconded the motion, unanimous approval.

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

8. **Mayor William J. Barlow, Jr. requests discussion regarding interior repairs to the third floor of Oswego City Hall.** The Mayor stated that the third floor of City Hall has been in subpar condition for at least the last six years. Between the carpet, and the deterioration of the walls and ceiling, it is in need for some work. However, the interior work could not be done until the exterior work was finished and the roof stopped leaking. He explained the former Zoning and Planning Board room ceiling needed to be repaired, as the tiles were saturated and rain water was pouring through the roof, so the ceiling fell down about two years ago. Jeff McGann got three quotes to have it repaired quickly, and that repair is just about done. We awarded the work to MAJ Contracting, LLC out of Fulton. The low quote was \$4,800. To finish up this work there will need to be an amendment to the Municipal Buildings Contracted Services Account.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council the request from Mayor William J. Barlow, Jr. for a budget amendment to the Municipal Buildings Contracted Services Account for interior repairs to the third floor of City Hall. Councilor Plunkett seconded the motion, unanimous approval.

***THE RESOLUTION WILL BE PREPARED BY THE ENGINEERING  
DEPARTMENT TO BE FORWARDED TO THE FULL COUNCIL.***

A motion to adjourn the meeting was made at 6:52 p.m. by Councilor McBrearty. A second was made by Councilor Burridge, unanimous approval.

Respectfully Submitted,

  
Sydney Mangano