

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
March 19, 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; Nancy Sterio, Personnel Director; Kevin Caraccioli, City Attorney; Deborah Coad, City Chamberlain; Tom Kells, Commissioner of Public Works; and Caroline Anderson, Animal Control Officer.

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

A motion to approve the minutes of March 5, 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. Caroline Anderson, Animal Control Officer, requests permission to accept a monetary donation made to the Oswego Animal Shelter in the amount of \$500.00 by Mr. Francis Kolb. Caroline Anderson said an elderly gentleman came in with a stray cat and a check for \$500 to help with the animals.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting permission to accept a monetary donation made to the Oswego Animal Shelter in the amount of \$500.00 by Mr. Francis Kolb. Councilor Hill seconded the motion, unanimous approval.

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

2. Kevin Caraccioli, City Attorney, seeks approval from the Common Council to enter into a Sports Management Contract with Champions Events LLC, located in Syracuse, N.Y., for the operation and management of the Legends Fields commencing with the 2018 Softball season. Mr. Caraccioli said they have the facilities available to get softball up and running again but they don't have the

resources available to manage the fields in the manner that they require. He said Champions Events LLC is proposing to operate and manage the Legends Fields starting this season. He said this would be a three year contract. He said the total cost would be \$20,000 for the management with a cap each year for the electricity of \$10,000. He said this is budgeted each year for the city to maintain. He said Mayor Barlow is in support of this. Justin Arsenault said they run tournaments and leagues across the state and are involved in maintaining fields. He said they noticed the passion of the people involved and knew they only needed a little help. Councilor Corradino questioned if they would be able to do any tournaments this year. Mr. Arsenault said maybe for the fall. He said Champions Events' reputation is solid. He said they have grown from 30 teams six years ago to over 500 teams. Mr. Bosch from the Oswego Softball Hall of Fame said he is in favor of this. He said this is a good opportunity to build the program up again.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting approval to enter into a Sports Management Contract with Champions Events LLC, located in Syracuse, N.Y., for the operation and management of the Legends Fields commencing with the 2018 Softball season. Councilor Tesoriero seconded the motion, unanimous approval.

THE CITY ATTORNEY'S OFFICE WILL PREPARE THE RESOLUTION.

3. The Engineering Office request approval of Change Order No. 2 for the general contract with W.D. Malone Trucking & Excavating, Inc. for the West Side Sanitary Sewer Rehabilitation- Area 2 in the amount of \$0 for extra work for unforeseen conditions. Bob Johnson said this is a Consent Decree program for sewer rehab work. He said there were a number of changes of different items throughout the contract. He said they were all reviewed.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting approval of Change Order No. 2 for the general contract with W.D. Malone Trucking & Excavating, Inc. for the West Side Sanitary Sewer Rehabilitation- Area 2 in the amount of \$0 for extra work for unforeseen conditions. Councilor DeMassi seconded the motion, unanimous approval.

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

4. The Engineering Office request approval of Change Order No. 2 for the contract with W.D. Malone Trucking and Excavation, Inc. for the NYS Route 48 Slope Stability and Roadway Reconstruction project in the amount of \$72,790.45 for item reconciliation. Bob Johnson said this contract is a standard DOT contract where you pay by the item. He said they have to tally up all of the items. He said some change

up and some down. He said 90% of the items will change from the beginning of the job to the end. He said the city is on the hook for 5 cents on the dollar for this project. He said this project is still under the original state estimate.

COMMITTEE DECISION: Councilor Wilmott made a motion to forward a favorable recommendation to the Full Council granting approval of Change Order No. 2 for the contract with W.D. Malone Trucking and Excavation, Inc. for the NYS Route 48 Slope Stability and Roadway Reconstruction project in the amount of \$72,790.45 for item reconciliation. Councilor Tesoriero seconded the motion, unanimous approval.

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

5. Michael Bonning, IT Technician, is recommending that the City of Oswego standardize all of the City email accounts and Microsoft Office Products. Mr. Bonning is requesting the Mayor be authorized to sign the contract with Microsoft Partner in the amount of \$32,250.00 for a three year term. Mr. Bonning said currently they have very different email platforms and office products. He said this would standardize them with Microsoft Exchange Online and Microsoft 365, both government based. He said everyone would be on the same page. He said it would give them the ability to have compliance archiving with their email and encryption for their email. He said Office 365 would allow them to stay on an updated Office system with all computers. He said they could do shared calendars. He said currently their email system allows them 500mb per client. He said the Exchange Online boosts them up to 50gb per client. Councilor Tesoriero asked if this was budgeted. Mr. Bonning said it was budgeted for moving to the Exchange for the email only. He said the Microsoft people said that Office 365 is so tied in that if you are going to make this kind of jump you should put both feet in. He said \$9,000 was allocated. He said right now when they buy new computers they buy the Office products to go with those computers. He said they wouldn't have to do that anymore so they would save \$200-300 per computer. Councilor Corradino asked how the other proposals looked. Mr. Bonning said they were identical in price. He said it boiled down to support they would give.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council authorizing the Mayor to sign the contract with Microsoft Partner in the amount of \$32,250.00 for a three year term. Councilor Tesoriero seconded the motion, unanimous approval.

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

6. Nate Emmons, Director of Rental Assistance Office requests approval to enter into a contract with Canale Insurance and Accounting for services for March 2018-March

2019. Councilor Corradino said this was a good price and a reduction from previous years.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting approval to enter into a contract with Canale Insurance and Accounting for services for March 2018-March 2019. Councilor Wilmott seconded the motion, unanimous approval.

THE RENTAL ASSISTANCE OFFICE WILL PREPARE THE RESOLUTION.

7. The City Clerk's Office request the Common Council's consideration for a solid waste application from Rowlee Construction, Inc.. The fee of \$500.00 is on file with the City Clerk's Office for a Major Hauler. Councilor Corradino said this is a standard request.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting authorization to issue a Solid Waste License to Rowlee Construction, Inc. 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 authorization to accept the engineering design services proposal with EDR for two State Route 104 Streetscape Improvement Projects proposed in his 2018 State of the City Address and sign the appropriate agreement in the amount of \$24,950. Councilor Hill said the first project is a westside project at the forks of the road from Hillside Ave. to Third Ave. He said the second is on the eastside at the triangular shaped island from East 12th Street to East 10th Street. He said the funding is already budgeted. He said this is one of the major steps to take to reinvent the city. He said it will help to improve the western gateway to the city. He said the eastside project will restart the Trees for Vets program. Councilor Corradino asked the construction schedule. Councilor Hill said it will be completed this year from September to October.

COMMITTEE DECISION: Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting authorization to accept the engineering design services proposal with EDR for two State Route 104 Streetscape Improvement Projects proposed in his 2018 State of the City Address and sign the appropriate agreement in the amount of \$24,950. Councilor Wilmott seconded the motion, unanimous approval.

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

9. Nancy Sterio, Personnel Director, requests permission to attend NYS Association of Personnel & Civil Service Officers Annual Conference in Syracuse, NY to be held June 10-June 13, 2018. Ms. Sterio said this is the annual conference for all civil service statewide.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting Nancy Sterio, Personnel Director, permission to attend NYS Association of Personnel & Civil Service Officers Annual Conference in Syracuse, NY to be held June 10-June 13, 2018. Councilor Hill seconded the motion, unanimous approval.

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

10. Lt. Charles Searor, is requesting permission to send one (1) police officer to a mandatory Course in Police Supervision to be held April 9, 2018 through April 27, 2018 at the Solvay Police Department, in Solvay, New York. Lt. Searor said this is mandatory training.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting permission to send one (1) police officer to a mandatory Course in Police Supervision to be held April 9, 2018 through April 27, 2018 at the Solvay Police Department, in Solvay, New York. Councilor DeMassi seconded the motion, unanimous approval.

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

11. Lt. Charles Searor, is requesting permission to send one (1) police officer to the Defensive Tactics Instructor Course to be held June 4, 2018 through June 15, 2018 in Oneida County, New York. Lt. Searor said they currently have one instructor and they are looking to expand it to two.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting permission to send one (1) police officer to the Defensive Tactics Instructor Course to be held June 4, 2018 through June 15, 2018 in Oneida County, New York. Councilor Tesoriero seconded the motion, unanimous approval.

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

12. Lt. Charles Searor, is requesting permission to send one (1) police officer to the Safe Schools Initiative Seminar, to be held at the University of Buffalo, Buffalo, NY, March 19-20, 2018. Lt. Searor said they want to send the school resource officer to this training which includes how to make schools safer.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council granting permission to send one (1) police officer to the Safe Schools Initiative Seminar, to be held at the University of Buffalo, Buffalo, NY, March 19-20, 2018. Councilor Hill seconded the motion, unanimous approval.

THE POLICE DEPARTMENT WILL PREPARE THE RESOLUTION.

13. Kevin Caraccioli, City Attorney, request permission to attend a three (3) day New York State Conference of Mayors' 109th Annual Meeting to be held May 6-8 at Saratoga Springs, NY. Mr. Caraccioli said virtually every topic is relevant to the city. He said it is a budgeted expense. He said it is a good way to network and gain knowledge.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting Kevin Caraccioli, City Attorney, permission to attend a three (3) day New York State Conference of Mayors' 109th Annual Meeting to be held May 6-8 at Saratoga Springs, NY. Councilor Tesoriero seconded the motion, unanimous approval.

THE CITY ATTORNEY'S OFFICE WILL PREPARE THE RESOLUTION.

14. Mayor William J. Barlow, Jr., request authorization to sign contract for fireworks for Christmas Tree Lighting event. Councilor Corradino said they need to get the order in early to be sure they will have a company to provide fireworks during the celebration in November. He said it will be \$5,500 for the fireworks which is about the same as last year. He said it is a budgeted amount. Councilor Hill said if they approve it early there is a \$250 discount.

COMMITTEE DECISION: Councilor Tesoriero made a motion to forward a favorable recommendation to the Full Council authorizing Mayor William J. Barlow, Jr., to sign contract for fireworks for Christmas Tree Lighting event. Councilor DeMassi seconded the motion, unanimous approval.

THE MAYOR'S OFFICE WILL PREPARE THE RESOLUTION.

A motion to adjourn the meeting was made at 7:22 p.m. by Councilor Hill. A second was made by Councilor Tesoriero, and was unanimously approved.

Respectfully Submitted,

Mary M. Annal
Recording Secretary