

**ADMINISTRATIVE SERVICES  
COMMITTEE MEETING  
April 2, 2018**

Chairman Corradino called the meeting to order at 6:31 p.m. in the 2<sup>nd</sup> 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; Deborah Coad, City Chamberlain; Tom Kells, Commissioner of Public Works; and Randall Griffin, Fire Chief.

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

A motion to approve the minutes of March 19, 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. Randall Griffin, Fire Chief, requests permission to amend Resolution #49 for vendor purposes only. Chief Griffin said the Council requested they go back and get additional bids for electrical work. He said they did and made the changes.

**COMMITTEE DECISION:** Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council granting permission to amend Resolution #49 for vendor purposes only. Councilor Hill seconded the motion, unanimous approval.

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

2. Randall Griffin, Fire Chief, requests permission to send two (2) personnel to the required First Line Supervisory Training Program at Fort Totten located in Queens, New York, April 15-May 11, 2018. Chief Griffin said this is required training. He said they were notified there are two open spots. He said the other two that require the training will get it next year. He said much of this is paid for by the state.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting permission to send two (2) personnel to the required First Line Supervisory Training Program at Fort Totten located in Queens, New York, April 15-May 11, 2018. Councilor Tesoriero 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. received a request from the Oswego Noon Rotary Club for use of public space at the attached location to plant a tree. Rotary is also requesting the assistance of the DPW on May 2nd. Carrie Penoyer, president of the Oswego Noon Rotary Club, said they would like to use some space to plant a couple of trees and rose bushes in between them. She said the trees will be Columnar English Oaks. Councilor Corradino asked where they will be planted. Ms. Penoyer said it will be where East 13<sup>th</sup> Street Y's off behind Dunkin Donuts and 104. She said there are several street signs within that area currently. She said they will need to have DPW make sure there are no gas lines, electrical or water underneath that area. Councilor DeMassi asked what they would need the DPW to do. Ms. Penoyer said they will need the DPW to make sure that area doesn't have anything underneath it. She said Ontario Orchards will be doing the planting and the plants will be guaranteed for 12 months to make sure nothing happens to them.

**COMMITTEE DECISION:** Councilor Hill made a motion to forward a favorable recommendation to the Full Council granting the Oswego Noon Rotary Club use of public space to plant a tree and assistance of the DPW on May 2nd. Councilor DeMassi seconded the motion, unanimous approval.

***THE PUBLIC WORKS DEPARTMENT WILL PREPARE THE RESOLUTION.***

4. Justin Rudgick, Community Development Director, requests approval from the Council to be authorized to submit the necessary funding application and the Mayor to execute the necessary documents for the submission and the administration of the funding through the BridgeNY Program. Mayor Barlow said this is an application for two grants. He said the first is to repair the East Seneca Street bridge. He said the total anticipated cost is \$2,642,480. He said the city's share would be \$132,124. He said the application is due on April 27<sup>th</sup>. He said the second application is for funding to repair culverts. He said they have identified a major culvert that needs to be repaired on City Line Road. He said this grant is 100% funded by the state. He said it is a \$646,650 project. He said the application is due on April 13<sup>th</sup>.

**COMMITTEE DECISION:** Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council authorizing Justin Rudgick, Community Development Director, to submit the necessary funding application and the Mayor to execute the necessary

documents for the submission and the administration of the funding through the BridgeNY Program. Councilor Tesoriero seconded the motion, unanimous approval.

***THE COMMUNITY DEVELOPMENT DEPARTMENT WILL PREPARE THE RESOLUTION.***

5. Tom Kells, DPW Commissioner, requests a general budget amendment and authorization to purchase new dockage for the International Marina to replace docks that have reached the end of their lifespan and have been severely damaged. The request totals \$58,343.21 for 10 units plus shipping and handling. Authorization is also requested to create an RFP for labors costs associated with the installation of the new dockage. Commissioner Kells said the docks have gotten worse. He said the cost to fix versus replace is comparable. He said it would be a little cheaper to fix but they still have an issue with the quality and strength of the aluminum so that is why their recommendation is to replace. Councilor Tesoriero asked if this could be FEMA reimbursable. Commissioner Kells said he believes so but there are no guarantees. Chief Griffin said they were awarded a public assistance grant to bring the infrastructure back to where it was. He said it requires them, for the property they have insurance on, to file a claim and if they are still not whole then FEMA will assist them. He said they would have to show that it was attributed to the storm. He said he doesn't believe the docks are covered under the insurance. He said if they receive reimbursement for the docks they would have to be covered in the future. Councilor Hill said if they don't do this then two of the docks cannot be placed in the water. He said if the slips aren't available then they can't sell the slots. Mike Anderson said prior to the city taking ownership the docks were under some stress because of the way they were being maintained. He said the winter before the city purchased the docks they were left in the water by the Port Authority. He said the high water and the storms caused more damage. He said each one of the docks should have 26 slips. He said that comes out to \$78,000 in revenue that is produced by those two docks. He said it is a misconception that the docks belong to the Yacht Club. He said the Yacht Club is a small portion of the people that put their boats on the docks. He said the International Marina is a deep water marina. He said last year it was completely full. Councilor Corradino said this is an emergency purchase and something that wasn't budgeted for. He said they would need to take money out of the general fund. Councilor Gosek said this would also be a great opportunity to market the marina. He said they will be able to generate quite a bit more revenue if they were full. Councilor Tesoriero asked the number of commitments they have already. Commissioner Kells said they are turning people away or telling them they have to go to Wright's Landing. Councilor Corradino said there will be an additional cost for installation. Commissioner Kells said it is going to go out to bid. He said he would guess it would be equal to or less than the cost of materials. Mrs. Coad said once the number is known they will have to come back with another budget amendment. Mike Anderson said the majority of the parts on these docks will be reused. Councilor Gosek said the docks won't be in the water if they don't fix them. He said it is a sound investment.

***COMMITTEE DECISION:*** Councilor DeMassi made a motion to forward a favorable recommendation to the Full Council authorizing a general budget amendment, the purchase of new dockage for the International Marina to replace docks that have reached the end of their lifespan and have been severely damaged, and authorization to create an RFP for labors costs associated with the installation of the new dockage. Councilor Tesoriero seconded the motion, unanimous approval.

***THE PUBLIC WORKS DEPARTMENT WILL PREPARE THE RESOLUTION.***

A motion to adjourn the meeting was made at 7:08 p.m. by Councilor Hill. A second was made by Councilor DeMassi, and was unanimously approved.

Respectfully Submitted,

Mary M. Annal  
Recording Secretary