

<p style="text-align: center;">ADMINISTRATIVE SERVICES COMMITTEE MEETING April 6, 2020</p>

COMMITTEE NOTE:

April 6, 2020 Administrative Services Committee Meeting was held by video conference. Please see remarks by Kevin Caraccioli, City Attorney

Kevin Caraccioli said that that this meeting is permitted and authorized under Executive Order 202.1 which permits meetings of public bodies to be held by video conference or teleconference. He said that the provision also requires that the public be made aware of the meeting and that they be able to listen in or see the meeting as it is occurring. He said the meeting must also be recorded and a record of the meeting must be transcribed for public consumption. He said this will most likely be the first of many meetings of this nature.

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 Burrridge, Councilor Hill, Councilor McBrearty.

Councilor Tesoriero was excused.

OTHERS PRESENT: Councilor Walker; Councilor Gosek; William J. Barlow Jr., Mayor; Kevin Caraccioli.

MEDIA PRESENT: There was no media present.

A motion to approve the minutes of March 16, 2020 meeting was made by Councilor McBrearty and seconded by Councilor Burrridge; minutes were approved by a unanimous vote.

OLD BUSINESS: There was no old business.

NEW BUSINESS:

1. The Office of Community Development requests that the Mayor be authorized to enter into a renewal agreement with Step One Creative for website maintenance. Mayor Barlow said this is an extension of the current agreement that the City has with Step One Creative. He said that Step One

created the City website and they also maintain it. He said this is extending the current contract for another year and that the monthly maintenance fee is \$500.00.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to authorize the request that the Mayor be authorized to enter into a renewal agreement with Step One Creative for website maintenance. Councilor McBrearty seconded the motion, unanimous approval.

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

2. The City Engineering Office requests that the Common Council approves the revised bid submitted by PAC, Inc. for the general construction of the Oswego City Hall Building Envelope Improvements Project. Mayor Barlow said that this is for the City Hall Restoration Project. He said City Hall is in dire need of repairs and that these repairs will focus on the roof, gutters, windows, and mason work. He said the building was built in 1870 and that the City has an obligation to preserve it. He said the City secured a \$500,000.00 grant from NYS. He said that when the work was first scoped out it was estimated the project would cost about \$2,700,000.00. He said back 2017 they incorporated money for City Hall into the 5 Year Capitol Plan. He said that when the project went out to bid this was the only bid and it came back as \$3,800,000.00, which was over the originally approved \$2,500,000.00. He said that the City worked with the contractor PAC Inc. and they took out one portion of the project. He said that the portion taken out was the elevator shaft since it is not viewed as critical of a need as other portions of the project. He said dropping this project drops the cost to \$2,600,000.00. He said that if this was approved the contractor would start work the first week of June. He said that in the \$2,600,000.00 there is also \$100,000.00 of contingent money if a change order or something of that nature is needed. He said he believes that this work is critical and that is very important to move forward with. Councilor Corradino asked if this project will face any problems since it is happening at the same time as other projects within the City. Mayor Barlow said that the other projects will not interfere with the City Hall Restoration Project.

COMMITTEE DECISION: Councilor Burrridge made a motion to forward a favorable recommendation to the Full Council to authorize the request that the Common Council approves the revised bid submitted by PAC, Inc. for the general construction of the Oswego City Hall Building Envelope Improvements Project. Councilor Hill seconded the motion, unanimous approval.

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

3. Police Chief Phillip D. Cady requests permission for the Mayor to enter into a service agreement with Spillman Technologies to provide maintenance services to the City of Oswego's participation in a new county wide Records Management System. Mayor Barlow said that Oswego County and all of the municipalities in the County use the same software and computer system to handle records, evidence, and applications. He said it makes sense for the City to also be on this same software. He said the County received a grant to bring this system online and they will pay for the implementation to bring the City of Oswego on board. He said this resolution allows us to enter that contract and makes \$22,000.00 available each year for 10 years for the maintenance of the system.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council to authorize the request for permission for the Mayor to enter into a service agreement with Spillman Technologies to provide maintenance services to the City of Oswego's participation in a new county wide Records Management System. Councilor Hill seconded the motion, unanimous approval.

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

A motion to adjourn the meeting was made at 6:46 p.m. by Councilor Hill. A second was made by Councilor Burrige, unanimous approval.

Respectfully Submitted,

Brooke Fitzgerald
Recording Secretary