

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
May 3, 2021**

Chairman Corradino called the meeting to order at 6:34 p.m.

MEMBERS PRESENT: Councilor Corradino, Councilor Hill, Councilor McBrearty, Councilor Burrige and Councilor Plunkett

OTHERS PRESENT: Councilor Gosek; Councilor Walker; Christopher Baker, Director of Information Technology; Jeff Hinderliter, City Engineer; City Chamberlain, Deborah Coad

MEDIA PRESENT: No media present.

OLD BUSINESS: There was no old business.

A motion to approve the minutes of the April 19, 2021 meeting was made by Councilor Burrige and seconded by Councilor Plunkett. Minutes were approved by a unanimous vote.

NEW BUSINESS:

1. **Mayor William J. Barlow, Jr. seeks favorable consideration from the Common Council in adopting a Bulk Sewer Use Agreement with the Town of Scriba.** Councilor Corradino explained that the agreement with the Town of Scriba ended in 2019, and since then we have been under a continuation of the previous contract, noting that there was a 3% increase in 2020. The agreement for discussion tonight is a five-and-a-half-year agreement, starting July 1, 2021. The total cost to the Town of Scriba is \$450,800.00, and it's payable in four installments of \$112,700.00. Currently there are 644 users in the Town of Scriba, and the rate per user is \$700.00 according to this contract. He mentioned that there is a development off of Hall Road called Shadowbrook that will add approximately 36 new users by the end of the year. When that happens the total number of users will increase from 644 to 680. It is still going to be at \$700.00 per unit, per user, per year. The increase during the duration of this contract is 2% per year, and at the end of three years, there's a two-year extension, totaling to five and a half years, ending December 31, 2026. He explained that there's an incentive for the Town of Scriba to come to the table and negotiate for a new contract. In years past, the City of Oswego had water contracts with various towns, and there was no incentive for them to come to the table and negotiate in good faith, because the contract just continued at the old rate. He also mentioned there is a stipulation that if the agreement continues after it expires December 31, 2026, there is a 3% increase in the rate, so it's in their best interest to come to the table and negotiate with us before the contract expires December 31, 2026.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council to adopt a Bulk Sewer Use Agreement with Town of Scriba. Councilor McBrearty seconded the motion, unanimous approval.

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

2. **City Chamberlain, Deborah Coad, requests discussion concerning the funding for the souvenirs to be sold from the Boater Services Building.** The City Chamberlain explained that the Boater Services Building will now be selling souvenirs, making this request necessary to be able to replenish the expense account from the sale and proceeds of the souvenirs. It is a permanent resolution and would go from year to year. Councilor Corradino stated that this is going to be self-sufficient in a way, since the Marina will basically pay for itself and we won't have to put any additional funds in. The City Chamberlain agreed.

COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council to authorize the City Chamberlain to replenish the Marina Budget from the sale of the souvenirs as needed. Councilor Hill seconded the motion, unanimous approval.

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

3. **City Chamberlain, Deborah Coad, requests discussion concerning authorization for an added Accounting Procedure.** The City Chamberlain explained that this is in relationship to Capital Projects. Once Capital Projects are closed, if it is borrowed funds, they have to be closed for the purpose of paying debt. If it's a generally funded project, it can go to another general project, but we have no mechanism without bringing each project before the Council to close them. She stated that she is asking for a permanent resolution to be able to close them upon consultation with the City Engineer, to be sure the projects are complete, and so they don't stay on the books forever.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council the City Chamberlain's request to authorize an added accounting procedure. Councilor Burrige seconded the motion, unanimous approval.

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

4. **The Engineering Department requests approval of Change Order No. 9 with John R. Dudley Construction Co., for the Eastside WWTP Asset Management Plan Improvement Project in the amount of \$6,361.00 for core drilling and demolition to facilitate drilling.** The City Engineer stated that this

Change Order is because Camden Group, who operates the facility, is looking to do some improvements with City staff. The equipment required to core drill through the tanks in order to do these improvements, is something we don't have, and it's expensive to mobilize a standalone contractor to come do. He explained that it makes the most sense to get a Change Order while we have a general contractor, such as Dudley, who can do the work to partner with our crews. It's a small Change Order, but it's one that lets us leverage some of those resources available so that our people can do the work themselves.

COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council the approval of Change Order No. 9 with John R. Dudley Construction Co., for the Eastside WWTP Asset Management Plan Improvement Project in the amount of \$6,361.00 for core drilling and demolition to facilitate drilling. Councilor Burrige 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 6:42 p.m. by Councilor Plunkett. A second was made by Councilor Hill, unanimous approval.

Respectfully Submitted,

A handwritten signature in black ink, reading "Sydney Mangano". The signature is written in a cursive, flowing style.

Sydney Mangano