ADMINISTRATIVE SERVICES
COMMITTEE MEETING
November 1, 2021

Chairman Corradino called the meeting to order at 6:32 p.m.

MEMBERS PRESENT: Councilor Corradino, Councilor Hill, Councilor Burridge, Councilor McBrearty and Councilor Plunkett.

OTHERS PRESENT: Councilor Gosek; Councilor Walker; Christopher Baker, Director of Information Technology; Deborah Coad, City Chamberlain; Kevin Caraccioli, City Attorney

MEDIA PRESENT: No media present.

OLD BUSINESS: There was no old business.

A motion to approve the minutes of the October 18, 2021, meeting was made by Councilor Burridge and seconded by Councilor Hill. Minutes were approved by a unanimous vote.

NEW BUSINESS:

1. **City Chamberlain, Deborah Coad, requests authorization to complete accounting procedures for year ending 2021.** City Chamberlain, Deborah Coad, explained that this is an annual request to close out the books for the year.

   COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council the request from City Chamberlain, Deborah Coad to complete accounting procedures for year ending 2021. Councilor McBrearty seconded the motion, unanimous approval.

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

2. **The Wastewater Department requests that the City Chamberlain be authorized to complete a transfer of funds within the Wastewater Department.** Councilor Corradino explained that this request is to transfer funds from the Eastside Wastewater Department to the Westside Wastewater Department for contractual overtime for weekends, holidays, and wet weather events.

   COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council the request from the Wastewater Department for the City Chamberlain to be authorized to complete a transfer of funds within the Wastewater Department. Councilor Plunkett seconded the motion, unanimous approval.

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

3. **The Department of Public Works and Parks and Recreation requests the City Chamberlain be authorized to make various transfers of funds to purchase paint and supplies, as well as a filter media for the McCaffrey Water Treatment Plant.** Councilor Corradino stated that this is a transfer of $20,000.00 for paint for the pool and $23,000.00 for the McCaffrey filter media.

   COMMITTEE DECISION: Councilor Burridge made a motion to forward a favorable recommendation to the Full Council the request from the Department of Public Works and Parks and Recreation for the City Chamberlain to be authorized to make various transfers of funds to purchase paint and supplies, as well as a filter media for the McCaffrey Water Treatment Plant. Councilor Hill seconded the motion, unanimous approval.

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

4. **The Zoning Department requests the City Chamberlain be authorized to complete a transfer of funds from the Contracted Services Account to the Materials and Supplies Account to cover costs associated with department office needs.** Councilor Corradino stated that this is a basic accounting function where they are looking to transfer $1,750.00 from one account to another for office needs.

   COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council the request from the Zoning Department for the City Chamberlain to be authorized to complete a transfer of funds from the Contracted Services Account to the Materials and Supplies Account to cover costs associated with department office needs. Councilor Plunkett 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 that the City Chamberlain be authorized to complete various transfers of funds to the Contracted Services Account, to cover costs associated with professional services for the High Dam Hydroelectric Facility.** Councilor Corradino explained that we are changing vendors for the High Dam Operating Facility and this request is asking to move money from three accounts to the Contracted Services Account in the amount of $38,000.00.

   COMMITTEE DECISION: Councilor McBrearty made a motion to forward a favorable recommendation to the Full Council the request from the Engineering Department for the City Chamberlain to be authorized to complete various transfers of funds to the Contracted Services Account, to cover costs associated with

professional services for the High Dam Hydroelectric Facility. Councilor Burridge seconded the motion, unanimous approval.

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

6. **The Engineering Department requests that the Mayor sign Amendment No.12 with GHD Consulting Engineers, LLC in the amount of $206,000.00 in order to continue providing monthly reports for 2022 and to administer the Post Construction Monitoring Program and develop the reporting associated with the Consent Decree requirement.** Councilor Corradino explained that every quarter we get a report on the consent decree work. He stated that he talked to the Mayor and there was a bigger figure in mind, however he negotiated it down. He mentioned that GHD has been monitoring the consent decree work since 2010 so they certainly have the expertise to continue.

COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council the request from the Engineering Department for the Mayor to sign Amendment No.12 with GHD Consulting Engineers, LLC in the amount of $206,000.00 in order to continue providing monthly reports for 2022 and to administer the Post Construction Monitoring Program and develop the reporting associated with the Consent Decree requirement. Councilor Plunkett seconded the motion, unanimous approval.

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

7. **The Engineering Department requests that the Mayor be authorized to execute Change Order No. 15 with Patricia Electric, Inc. in the amount of $2,887.44 for the Eastside Wastewater Treatment Plant Asset Management Plan Improvement Project.** Councilor Corradino recalled that Change Order No. 14 was approved a couple of weeks ago for $3,181.28 for some minor electrical work. He explained that as the electrical work was being done, they found some other minor changes that needed to be made including moving some electrical outlets and panels, which is the reason for Change Order No. 15 in the amount of $2,887.44.

COMMITTEE DECISION: Councilor Plunkett made a motion to forward a favorable recommendation to the Full Council the request from the Engineering Department for the Mayor to be authorized to execute Change Order No. 15 with Patricia Electric, Inc. in the amount of $2,887.44 for the Eastside Wastewater Treatment Plant Asset Management Plan Improvement Project. Councilor McBrearty seconded the motion, unanimous approval.

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

8. **The Engineering Department requests that the City Chamberlain be authorized to complete a budget amendment in the amount not to exceed $994,000.00 for the Eastside Wastewater Treatment Plant Green Innovation Project.** Councilor Corradino stated that the total cost of this project is $1,994,000.00, however we are receiving a grant from the Green Innovation Grant Program for $1,000,000.00 so our share will be $994,000.00.

   COMMITTEE DECISION: Councilor Burridge made a motion to forward a favorable recommendation to the Full Council the request from the Engineering Department for the City Chamberlain to be authorized to complete a budget amendment in the amount not to exceed $994,000.00 for the Eastside Wastewater Treatment Plant Green Innovation Project. Councilor Plunkett seconded the motion, unanimous approval.

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

9. **The Engineering Department requests that the City Chamberlain be authorized to complete a budget amendment in the amount not to exceed $45,000.00 for the Westside Wastewater Treatment Plant Infrastructure Project.** Councilor Corradino stated that we are receiving grant funding for this project from the Green Innovation Grant Program as well. The total cost of this project is $75,000.00 and our share is no more than $45,000.00.

   COMMITTEE DECISION: Councilor Hill made a motion to forward a favorable recommendation to the Full Council the request from the Engineering Department for the City Chamberlain to be authorized to complete a budget amendment in the amount not to exceed $45,000.00 for the Westside Wastewater Treatment Plant Infrastructure Project. Councilor McBrearty seconded the motion, unanimous approval.

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

10. **Mayor William J. Barlow, Jr. requests an Executive Session to discuss the proposed acquisition, sale, or lease of real property. Re: 12-98 George Street**

A motion to go into Executive Session was made at 6:41 p.m. by Councilor Plunkett. A second was made by Councilor McBrearty, unanimous approval.

A motion to come out of Executive Session was made at 7:25 p.m. by Councilor Burridge. A second was made by Councilor Plunkett, unanimous approval.

A motion to adjourn the meeting was made at 7:26 p.m. by Councilor Hill. A second was made by Councilor McBrearty, unanimous approval.

Respectfully Submitted,

Sydney Mangano