

**ADMINISTRATIVE SERVICES  
COMMITTEE MEETING  
January 20, 2026**

Chairman Plunkett called the meeting to order at 6:43 p.m.

***MEMBERS PRESENT:*** Chairman Plunkett, Councilor Myer, Councilor FitzGibbons, Councilor Lautensack, and Councilor Ashline.

***OTHERS PRESENT:*** Councilor Kennedy; Councilor Thompson; City Attorney, Kevin Caraccioli; Planning and Zoning Advisor, Jeff McGann; Director of Economic Development, Amy Murphy; City Assessor, Kevin Hill; Police Chief, Phillip Cady; Commissioner of Public Works and Parks and Recreation, Craig Rebeor; Mayor Robert Corradino.

***MEDIA PRESENT:*** No media present.

***OLD BUSINESS:*** There was no old business.

A motion to approve the minutes of the January 5, 2026, Committee Meeting was made by Councilor Myer and seconded by Councilor Lautensack. Minutes were approved unanimously.

**NEW BUSINESS:**

- 1. Personnel Director, Danielle Dowd, requests approval of the standard work days for appointed and elected officials for reporting to the New York State and Local Employees' Retirement System.**

Councilor Plunkett stated that this pertained to the New York State Retirement System Record of Activities to obtain service credit through New York State for retirement. Councilor Kennedy asked how often these reports get submitted and Councilor Plunkett said it happens every year.

**COMMITTEE DECISION:** Councilor Lautensack made a motion to forward a favorable recommendation to the Full Council the request from Personnel Director, Danielle Dowd. Councilor FitzGibbons seconded the motion; it was approved unanimously.

***THE RESOLUTION WILL BE PREPARED AND FORWARDED TO THE FULL COUNCIL.***

- 2. Police Chief, Phillip Cady, requests authorization for the City Chamberlain to accept a 2025 Safe Streets and Roads for All Grant Award in the amount of \$95,880.00 and for the Mayor to execute a Grant Agreement with the United States Department of Transportation.**

Police Chief, Phillip Cady, presented a Comprehensive Safety Action Plan proposal, explaining that the plan will analyze crash data, map high-injury areas, review policies, engage

stakeholders, and recommend proven safety measures with evaluation metrics, as required by federal funding guidelines. The plan will be developed with assistance from an outside consultant, to be brought to Council for approval at a later date, and guided by a committee including representatives from City Departments, The Common Council, and the public. Brandon Lummis, Sergeant with the Police Department, noted that the plan will support continued reductions in fatalities and injuries and open eligibility for future implementation grants for pedestrian safety, roadway departures, and intersection improvements. Councilor Fitzgibbons asked when they will see the byproducts of their work after signing the contract in February. Phil stated the study will take one year to complete. Councilor Kennedy asked why the city does not currently have an action plan. Phil explained it was identified as a gap during grant research and pursued with Mayor Corradino's approval. Councilor Myer asked about future funding requirements. Phil explained that while the current grant totals \$119,850 with a 20% City match of \$23,970, future grants may be matching or fully funded depending on the program.

**COMMITTEE DECISION:** Councilor Lautensack made a motion to forward a favorable recommendation to the Full Council the request from Police Chief, Phillip Cady. Councilor Myer seconded the motion; it was approved unanimously.

***THE RESOLUTION WILL BE PREPARED AND FORWARDED TO THE FULL COUNCIL.***

- 3. The Office of Economic Development requests authorization for the City Chamberlain to accept sponsorship funding from Oswego County Tourism & Planning, C&S Companies, Scriba Electric, Siemens, and IBEW 43 in the total amount of \$30,250.00 for the 13126 Day Drone Show.**

Director of Economic Development, Amy Murphy, presented a request to authorize the City Chamberlain to accept sponsorship funds for the upcoming drone show, noting that Council approval is required to accept the checks from willing sponsors. Councilor Kennedy asked about the overall cost of the drone show. Amy stated the total cost is approximately \$30,431.00, with \$30,000.00 covered by sponsorships and the city contributing \$431.00. Councilor FitzGibbons commented on the significant scope of the event and the substantial underwriting by outside entities, including county tourism funds derived from bed tax revenue, and noted that while sponsorships cover most direct costs, there are considerable "soft costs," such as staff time and coordination efforts. Amy acknowledged the involvement of the Economic Development Office, DPW, Police, Fire, and other departments, all contributing to the event's success and benefit to the community and local tourism economy.

**COMMITTEE DECISION:** Councilor FitzGibbons made a motion to forward a favorable recommendation to the Full Council the request from Director of Economic Development, Amy Murphy. Councilor Ashline seconded the motion; it was approved unanimously.

***THE RESOLUTION WILL BE PREPARED AND FORWARDED TO THE FULL COUNCIL.***

**4. Commissioner of Public Works and Parks and Recreation, Craig Rebeor, requests authorization to purchase three (3) pickup trucks.**

Commissioner of Public Works and Parks and Recreation, Craig Rebeor, explained that although \$100,000 was budgeted for a new wood chipper, changing operational needs now require replacing three pickup trucks instead, with no additional funds requested. Craig spoke on a 2017 and a 2011 three-quarter-ton Ford failed or are expected to fail New York State inspection due to likely frame rot, and a third vehicle, a 2009 Ford Ranger, is nearing retirement because parts are no longer available. Craig noted the plan is to replace the two trucks with one-ton pickups, which have proven more durable and cost-effective for plowing and daily use. Councilor Thompson asked about inspection failures, vehicle condition, replacement specifications, purchasing method, and whether the trucks would be take-home vehicles. Craig responded that failures are typically due to frame rot, mileage details were not available, purchases would be made through county purchasing contracts, Ford vehicles are preferred for cost and maintenance reasons, and the trucks would not be take-home vehicles. Councilor Lautensack asked whether the wood chipper was still needed. Craig stated the existing chippers can operate for at least another one to two years, with a replacement likely in the 2027 budget. Councilor Myer commented in support of a structured vehicle replacement program, noting benefits to cost savings, reliability, maintenance, and employee morale. Craig agreed, stating such a program has been a goal but is often deferred during budget cuts, and emphasized that replacing the trucks is necessary to maintain efficient operations and crew deployment.

**COMMITTEE DECISION:** Councilor Myer made a motion to forward a favorable recommendation to the Full Council the request from Commissioner of Public Works and Parks and Recreation, Craig Rebeor. Councilor Lautensack seconded the motion; it was approved unanimously.

***THE RESOLUTION WILL BE PREPARED AND FORWARDED TO THE FULL COUNCIL.***

**5. Commissioner of Public Works and Parks and Recreation, Craig Rebeor, requests discussion seeking bids through Onondaga County Purchasing for a Truck Mounted Snowblower and further authorization for the City Chamberlain to complete a Transfer of Funds in the amount of \$50,000.00 from the Snow Removal Materials and Supplies Account to the Snow Removal Equipment Account for said Snowblower.**

Commissioner of Public Works and Parks and Recreation, Craig Rebeor, presented a request to transfer budgeted funds to purchase a used truck-mounted snow blower, passing around a packet showing the exact model under consideration. He explained that the City previously purchased a similar used unit 10–12 years ago, which has been used to clear heavy snow, manage snow piles at the Mitchell Street upland snow storage site, and, in emergency situations with DEC approval, blow snow into the river. Craig stated that ten days prior, the existing unit suffered a catastrophic transfer case failure that is not repairable due to unavailable parts, and machining replacements would likely cost as much as purchasing another used unit. Craig proposed purchasing the same year and model to allow parts sharing, keeping the damaged unit for spare

parts, and procuring the replacement through Onondaga County Purchasing, with an estimated cost of \$45,000.00 plus transportation, using existing budgeted funds. Councilor Thompson asked the cost of a new unit, and Craig estimated \$500,000 to \$700,000. Councilor Thompson also asked about primary use and whether snow is routinely blown into the river. Craig responded that river use is rare and requires special emergency approval, with normal operations focused on upland snow storage. Councilor Lautensack asked how often the equipment is used. Craig explained usage depends on snowfall, noting the machine is essential during heavy snow events and differs from the City's front-loader-mounted blower. Councilor Thompson also asked whether the equipment would be inspected prior to purchase, and staff confirmed that the garage superintendent or a mechanic could inspect the unit in person before finalizing the purchase.

**COMMITTEE DECISION:** Councilor Myer made a motion to forward a favorable recommendation to the Full Council the request from Commissioner of Public Works and Parks and Recreation, Craig Rebeor. Councilor FitzGibbons seconded the motion; it was approved unanimously.

***THE RESOLUTION WILL BE PREPARED AND FORWARDED TO THE FULL COUNCIL.***

**6. Commissioner of Public Works and Parks and Recreation, Craig Rebeor, requests authorization for the City Chamberlain to advance funds from the Ice Rink Capital Reserve for the prepayment of a Chiller Unit replacement at the James P. Cullinan Ice Rink.**

Commissioner of Public Works and Parks and Recreation, Craig Rebeor, reported that when staff attempted to start the Cullinan Rink last fall, a catastrophic failure was discovered in the compressor chiller system. Funds for the repair were identified in the rink's capital reserve account, which is funded by user fees from minor hockey, the school district, figure skating, and other rentals. Craig requested and received approval from the Mayor for an emergency work order to immediately order replacement equipment. The equipment has since been delivered to Davis Mechanical, the contractor under the Onondaga County contract, and Council authorization is requested to allow the Chamberlain to issue advance payment prior to installation, as required by the vendor. The total project cost is approximately \$220,000. Councilor FitzGibbons asked whether the failure represented the majority of the ice-making system and whether the repair would restore full rink operations. Craig explained that the failed component represents approximately half of the system, that the rink uses four compressors in a redundant configuration, and that colder outdoor temperatures allowed partial operation this season. Installation of the new equipment is planned for spring or summer, allowing the rink to return to normal operation in October for varsity teams.

**COMMITTEE DECISION:** Councilor FitzGibbons made a motion to forward a favorable recommendation to the Full Council the request from Commissioner of Public Works and Parks and Recreation, Craig Rebeor. Councilor Myer seconded the motion; it was approved unanimously.

***THE RESOLUTION WILL BE PREPARED AND FORWARDED TO THE FULL COUNCIL.***

A motion to adjourn the meeting was made at 7:12 p.m. by Councilor Lautensack. A second was made by Councilor Kennedy, it was approved unanimously.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Egor Golubchikov', with a stylized, cursive script.

Egor Golubchikov