

CITY OF OSWEGO



AGENDA

Administrative Services Committee
Common Council Chambers – City Hall
March 16, 2026
6:30 PM

Roll Call **Timothy Plunkett, Chairman**
William Myer
John FitzGibbons
Laurel Lautensack
Jonathan Ashline

Approve minutes of the February 17, 2026 Committee meeting.

I. Old Business

II. New Business

Authorization

1. The Office of Economic Development requests authorization for the City Chamberlain to accept sponsorship funding in the amount of \$31,250.00 for the 2026 Summer Concert Series.
2. Amy Murphy, Director of Economic Development, requests authorization to sign any and all contracts to host the Cruise Line Concert Series on Thursday, September 3rd, 2026 from 6:00 p.m. to 9:00 p.m.
3. Fire Chief, Paul Conzone, requests discussion regarding adjustments in the City of Oswego Fire Department ambulance rates for 2026.
4. Fire Chief, Paul Conzone, requests authorization for the City Chamberlain to accept a \$300,000.00 CREST grant from Senator Christopher Ryan's Office and complete a budget amendment not to exceed \$596,217.77 for the purchase of Self-Contained Breathing Apparatus (SCBA) equipment, and further authorize the Fire Chief to execute any necessary documents for the purchase of said equipment.
5. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, requests authorization for the City Chamberlain to complete a budget amendment in the amount of \$34,000.00 to the Marina Personal Services Account to fund security at Wright's Landing Marina.
6. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, requests authorization for the City Chamberlain to complete a budget amendment in the amount of \$51,712.50 to the Garage Contracted Services Account for emergency snow removal trucking services.

7. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, requests authorization for the Mayor to enter into a four (4) year agreement with New York State Department of Transportation for Shared Service Emergency Assistance.
8. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, requests authorization from the Common Council to enter into a two (2) year agreement with Auctions International to provide online auction services for items that are no longer useful to the City of Oswego.
9. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, has received a request to accept the donation of sixty (60) metal folding chairs from the Oswego Music Hall.
10. The City Clerk's Office requests acceptance of a donation from the Oswego Public Library of five (5) books of historical local files.
11. The City Clerk's Office requests authorization from the Common Council to destroy seven outstanding checks issued between 1989–1996.
12. Police Chief, Phil Cady, requests authorization for the City Chamberlain to complete a budget amendment to the Police Department Equipment Account in the amount necessary to replace and outfit a 2023 Dodge Durango for the Oswego Police Department

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
March 16, 2026**

Chairman Plunkett called the meeting to order at 6:40 p.m.

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

OTHERS PRESENT: Councilor Kennedy; City Attorney, Kevin Caraccioli; Mayor Robert Corradino; Police Chief, Phillip Cady; Commissioner of Public Works and Parks and Recreation, Craig Rebeor; Zoning and Planning Administrator, Jeff McGann; Director of Code Enforcement, Michael Cleary II.

MEDIA PRESENT: No media present.

OLD BUSINESS: There was no old business.

A motion to approve the minutes of the February 17, 2026, Committee Meeting was made by Councilor Myer and seconded by Councilor Lautensack. Minutes were approved unanimously.

NEW BUSINESS:

- 1. The Office of Economic Development requests authorization for the City Chamberlain to accept sponsorship funding in the amount of \$31,250.00 for the 2026 Summer Concert Series.**

Councilor Plunkett reviewed a request for sponsorships supporting the 2026 Summer Concert Series, totaling \$31,250 from multiple contributors, including funding designated for Thursday night concerts, the Veterans Stage, the new cruise line concert, and Friday night events at Market Street Square. Councilor Plunkett noted that these sponsorships provide valuable entertainment and are positive events for the City of Oswego.

COMMITTEE DECISION: Councilor Lautensack made a motion to forward a favorable recommendation to the Full Council the request from the Office of Economic Development. Councilor FitzGibbons seconded the motion; it was approved unanimously.

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

- 2. Amy Murphy, Director of Economic Development, requests authorization to sign any and all contracts to host the Cruise Line Concert Series on Thursday, September 3rd, 2026 from 6:00 p.m. to 9:00 p.m.**

Councilor Plunkett explained that this was a new concert series to celebrate the new American Cruise Lines coming to the City of Oswego.

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

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

3. Fire Chief, Paul Conzone, requests discussion regarding adjustments in the City of Oswego Fire Department ambulance rates for 2026.

Fire Chief, Paul Conzone, explained that the Fire Department conducts an annual first-quarter review of EMS rates compared to other agencies in Central New York, noting that the packet includes both current and proposed rates, and offered to answer any questions. Councilor Myer commented that he reviewed the rates and they are relatively fair and he supports the adjustment.

COMMITTEE DECISION: Councilor Myer made a motion to forward a favorable recommendation to the Full Council the request from Fire Chief, Paul Conzone. Councilor Lautensack seconded the motion; it was approved unanimously.

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

4. Fire Chief, Paul Conzone, requests authorization for the City Chamberlain to accept a \$300,000.00 CREST grant from Senator Christopher Ryan's Office and complete a budget amendment not to exceed \$596,217.77 for the purchase of Self-Contained Breathing Apparatus (SCBA) equipment, and further authorize the Fire Chief to execute any necessary documents for the purchase of said equipment.

Fire Chief, Paul Conzone, explained that the department is moving forward with replacing its firefighter air packs (SCBA units) after successfully securing a \$300,000 grant with assistance from Senator Chris Ryan's office following several years of applications. Chief Conzone noted that the total cost is \$596,217.77, with \$300,000.00 to be reimbursed through the grant and the amount initially coming from the general fund, bringing the net cost to just under \$300,000. The purchase will replace 56 air packs, 112 air cylinders, 114 face pieces, assorted adapters and required software. Councilor Lautensack asked how often the equipment needs to be replaced. Chief Conzone responded that while the air packs with harnesses do not formally expire, they deteriorate over time and are currently 14 years old, and that cylinders must be retired after 15 years per Occupational Safety and Health Administration (OSHA) requirements. He added that the current equipment is out of warranty, making repairs costly since units must be sent out for service, whereas the new air packs come with a lifetime warranty, giving them a long usable life and reducing maintenance costs while ensuring reliability over approximately 15 years.

Councilor Lautensack then asked if the masks are included in the purchase. Chief Conzone confirmed that every piece of equipment requested is included. Councilor Lautensack also asked if this will replace all of the equipment related to the grant. Chief Conzone explained that the purchase will fully outfit all apparatus with assigned units for each riding position along with spare equipment for off-duty personnel responding directly to incidents. Councilor Myer commented on how he used to be a volunteer firefighter and that this equipment is essential for firefighters to do their jobs and maintain safety for themselves and the people they help. Chief Conzone finishes by saying that the technology has changed over the last decade so the new equipment they are purchasing will be an upgrade from their current equipment.

COMMITTEE DECISION: Councilor Myer made a motion to forward a favorable recommendation to the Full Council the request from Fire Chief, Paul Conzone. Councilor Lautensack seconded the motion; it was approved unanimously.

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

- 5. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, requests authorization for the City Chamberlain to complete a budget amendment in the amount of \$34,000.00 to the Marina Personal Services Account to fund security at Wright's Landing Marina.**

Craig Rebeor, Commissioner of Public Works and Parks and Recreation, discussed a budget item that was inadvertently omitted during last year's June/July budget workshop and stated it should be funded for marina security. Craig explained that the funding would support overnight security at the marina due to ongoing issues with trespassing on boats and within the marina. Craig also indicated that Police Chief, Phil Cady, said an additional staff member would need to be hired to cover a seven-day-a-week overnight shift from 9 pm to 5 am. Councilor Lautensack asked if the funding would be coming from the General Fund Account. Craig confirmed that the budget amendment would be coming out of the General Fund into a Department of Public Works Account.

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

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

- 6. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, requests authorization for the City Chamberlain to complete a budget amendment in the amount of \$51,712.50 to the Garage Contracted Services Account for emergency snow removal trucking services.**

Craig Rebeor, Commissioner of Public Works and Parks and Recreation, discussed costs resulting from the snowstorm during the week of January 9, noting that the New York State DOT deployed large snowblowers that required dump truck support. The county provided 12 trucks at no cost, and an additional 12 trucks were hired from private contractors. Councilor FitzGibbons asked if there are standard rates for hiring outside or private contractors for this service. Craig confirmed that there are predetermined contracted rates.

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

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

- 7. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, requests authorization for the Mayor to enter into a four (4) year agreement with New York State Department of Transportation for Shared Service Emergency Assistance.**

Craig Rebeor, Commissioner of Public Works and Parks and Recreation, discussed a routine agreement with the New York State Department of Transportation that is renewed every four years. It was noted that the previous council had approved the agreement, but it was never formally signed, so approval is being requested again. The agreement allows the city to request and use DOT equipment as needed, typically without issue, and it was described as a fair and beneficial arrangement for the city. Craig pointed out that the state has not requested any equipment from the city since being in this shared services emergency assistance agreement with DOT.

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

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

- 8. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, requests authorization from the Common Council to enter into a two (2) year agreement with Auctions International to provide online auction services for items that are no longer useful to the City of Oswego.**

Craig Rebeor, Commissioner of Public Works and Parks and Recreation, discussed the continued use of an online auction service that the city has utilized for nearly two decades to sell surplus or unused municipal items. Craig noted that the service is free to the city and typically

used once or twice a year. Councilor Ashline asked for examples of items that would go up for auction. Craig talked about items that are collected from multiple departments, including the fire department, and the council may consider auctioning larger items, such as an older fire engine, with the option to set reserve prices and reject bids if necessary. Craig also mentioned that a list of items to be auctioned will be brought back to the council for approval prior to proceeding. Councilor Lautensack asked if the auction house takes a percentage of the sale made through their website. Craig answered that the auction house charges a surcharge to the purchaser. Councilor FitzGibbons asked where the money made from the sale will go. Craig answered that the money will go into the General Fund and he would request a portion of that money to be dispensed to the Department of Public Works. Craig provided an example of the revenue generated from this auction service from past auctions that have helped offset costs for upgrades, such as the city's 911 radio system.

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

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

- 9. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, has received a request to accept the donation of sixty (60) metal folding chairs from the Oswego Music Hall.**

Craig Rebeor, Commissioner of Public Works and Parks and Recreation, noted that Oswego Music Hall, after purchasing 180 chairs this year, graciously offered a donation of sixty (60) leftover chairs, which will be stored at the building for events or moved to other locations as needed.

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

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

- 10. The City Clerk's Office requests acceptance of a donation from the Oswego Public Library of five (5) books of historical local files.**

Councilor Plunkett discussed an email from Deputy City Clerk, Greg Caster, explaining that volumes from the Oswego Public Library collection have been transferred to Oswego Museums and the City Clerk's Office to support proper and secure records retention.

COMMITTEE DECISION: Councilor Lautensack made a motion to forward a favorable recommendation to the Full Council the request from the City Clerk's Office. Councilor Ashline seconded the motion; it was approved unanimously.

THE RESOLUTION WILL BE PREPARED AND FORWARDED TO THE FULL COUNCIL

- 11. The City Clerk's Office requests authorization from the Common Council to destroy seven outstanding checks issued between 1989–1996.**

Councilor Plunkett discussed an email from Deputy City Clerk, Greg Caster, reporting that there are seven (7) checks from the late 1980s to mid-1990s, sent to the City Clerk's Office but never cashed and now considered stale due to defunct banks or entities. This request seeks authorization to destroy them.

COMMITTEE DECISION: Councilor Myer made a motion to forward a favorable recommendation to the Full Council the request from the City Clerk's Office. Councilor Lautensack seconded the motion; it was approved unanimously.

THE RESOLUTION WILL BE PREPARED AND FORWARDED TO THE FULL COUNCIL

- 12. Police Chief, Phil Cady, requests authorization for the City Chamberlain to complete a budget amendment to the Police Department Equipment Account in the amount necessary to replace and outfit a 2023 Dodge Durango for the Oswego Police Department.**

Police Chief, Phillip Cady, reported that a vehicle was totaled in a recent ice storm after being rear-ended by a box truck. Insurance is expected to cover the replacement cost, prompting a request to proceed with ordering a new vehicle before upcoming model changes delay availability.

COMMITTEE DECISION: Councilor Lautensack made a motion to forward a favorable recommendation to the Full Council the request from the Police Chief, Phillip Cady. 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 7:01 p.m. by Councilor FitzGibbons. A second was made by Councilor Ashline, it was approved unanimously.

Respectfully Submitted,

Egor Golubchikov

