

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
April 6, 2026**

Chairman Plunkett called the meeting to order at 7:15 p.m.

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

OTHERS PRESENT: Councilor Kennedy; Mayor Robert Corradino; City Assessor, Kevin Hill; Interim City Engineer, John Trimble; Engineering Technician, Wesley Morse; Fire Chief, Paul Conzone.

MEDIA PRESENT: No media present.

OLD BUSINESS: There was no old business.

A motion to approve the minutes of the March 16, 2026, Committee Meeting was made by Councilor Lautensack and seconded by Councilor Myer. Minutes were approved unanimously.

NEW BUSINESS:

1. **Mayor Robert Corradino requests authorization for the City Chamberlain to accept a monetary donation in the amount of \$600.00 from Jim Bushey of Valti Graphics, with said funds representing proceeds from the sale of 13126 clothing.**

No comment was made about this item.

COMMITTEE DECISION: Councilor Lautensack made a motion to forward a favorable recommendation to the Full Council the request from Mayor Robert Corradino. Councilor Ashline seconded the motion; it was approved unanimously.

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

2. **The Engineering Office requests authorization for the Mayor to sign Change Order No. 8 with C&S Companies, Inc. under Contract No. 1 with Rifenburg Construction, Inc. for the West First Street (NYS Route 48) Safety Improvements Project decreasing the total amount by \$1,686.01 due to adjusted quantities.**

Councilor Plunkett had a typo on his screen while reading the item title dollar amount. No additional comment was made.

COMMITTEE DECISION: Councilor Ashline made a motion to forward a favorable

recommendation to the Full Council the request from the Engineering Office. Councilor Myer seconded the motion; it was approved unanimously.

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

- 3. The City Clerk's Office has received a request from the Oswego Speedway for a 2026 Race License.**

No comment was made about this item.

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

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

- 4. Mayor Corradino requests discussion regarding the appointment of Matthew Brancato to the City of Oswego Board of Assessment Review.**

No comment was made about this item.

COMMITTEE DECISION: Councilor Lautensack made a motion to forward a favorable recommendation to the Full Council the request from Mayor Robert Corradino. Councilor Myer seconded the motion; it was approved unanimously.

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

- 5. Mayor Corradino requests discussion regarding the appointment of Mark Brunschweiger to the City of Oswego Board of Assessment Review.**

No comment was made about this item.

COMMITTEE DECISION: Councilor Lautensack made a motion to forward a favorable recommendation to the Full Council the request from Mayor Robert Corradino. Councilor Myer seconded the motion; it was approved unanimously.

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

6. **The City Clerk's Office requests authorization for the City Chamberlain to complete two (2) Transfer of Funds in the amount of \$4,000.00 with \$2,000.00 from the City Clerk Materials and Supplies Account and \$2,000.00 from the City Clerk Miscellaneous Account being moved to the City Clerk Personnel Services Account.**

No comment was made about this item.

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

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7. **Purchasing Agent, Michael Riley, seeks approval of an Official Bond Resolution for the Lead Water Pipe Replacement Program.**

No comment was made about this item.

COMMITTEE DECISION: Councilor Ashline made a motion to forward a favorable recommendation to the Full Council the request from Purchasing Agent, Michael Riley. Councilor Lautensack 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 7:33 p.m. by Councilor Lautensack. A second was made by Councilor Myer, it was approved unanimously.

Respectfully Submitted,



Egor Golubchikov