

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

Chairman Plunkett called the meeting to order at 6:47 p.m.

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

Councilor FitzGibbons was excused.

***OTHERS PRESENT:*** Councilor Kennedy; Councilor Thompson; City Attorney, Kevin Caraccioli; Planning and Zoning Administrator, Jeff McGann; Commissioner of Public Works and Parks and Recreation, Craig Rebeor; Director of Animal Control, Caroline Anderson; Fire Chief, Paul Conzone.

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

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

A motion to approve the minutes of the April 6, 2026, Committee Meeting was made by Councilor Myer and seconded by Councilor Lautensack. Minutes were approved by a vote of 4-0-1.

**NEW BUSINESS:**

- 1. Fire Chief, Paul Conzone, requests authorization to declare fire apparatus as surplus to the needs of the Oswego Fire Department.**

Fire Chief, Paul Conzone, opened the discussion by requesting approval to designate Engine 5, a 2009 fire engine, as surplus following the delivery of two new fire engines earlier in the year. He explained that the department plans to sell the vehicle in accordance with city rules and the Comptroller's recommendations, likely through a specialized online public auction platform, with proceeds returned to the fire department's equipment account. Councilor Myer then asked if the department intended to keep an engine as a spare once the new apparatus were in service. Chief Conzone responded that, based on the contracting mechanic's recommendation, the department retained the engine in better condition and will keep Engine 3 as a spare for coverage during maintenance, emergencies, or major events, unless a costly catastrophic failure requires it to be surplus in the future. Councilor Kennedy then inquired about the sale process and whether a reserve price would be set, to which Chief Conzone confirmed that a reserve would be established to ensure fair market value, noted that the department is not in a rush to sell, and added that options such as selling to another department in need would also be considered to achieve the best possible return.

**COMMITTEE DECISION:** Councilor Ashline made a motion to forward a favorable recommendation to the Full Council the request from Fire Chief, Paul Conzone. Councilor

Myer seconded the motion; it was approved by a vote of 4-0-1.

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

- 2. The City Clerk's Office requests authorization to conduct a second Dog Enumeration by Mail Project and further request authorization for the City Chamberlain to complete a budget amendment in the amount of \$5,311.61 to the City Clerk's Contracted Services Account.**

Caroline Anderson, Director of Animal Control, reported on the success of a dog licensing mail campaign conducted approximately 10 years ago, noting that the program cost about \$4,500–\$5,000 and generated roughly \$13,000 in revenue, more than doubling the initial investment. She explained that many residents remain unaware of dog licensing requirements, and that reintroducing the mailing would help increase public awareness while also generating additional revenue for the city. Councilor Plunkett noted that council members had received a related email from staff. Councilor Myer asked whether the mailing also supports the animal census, to which Anderson confirmed that it does, as residents provide updates on newly licensed dogs, deceased animals, or those no longer in the household. She added that staff maintain detailed records, including a spreadsheet of animal data, and follow up when necessary to ensure complete and accurate census information is collected, with assistance from the Clerk's office when needed.

**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 Ashline seconded the motion; it was approved by a vote of 4-0-1.

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

- 3. Caroline Anderson, Director of Animal Control, requests authorization for the City Chamberlain to accept a donation in the amount of \$500.00 from the estate of Bonnie L. Ketchum as bequeathed in Ms. Ketchum's will.**

Caroline Anderson, Director of Animal Control, explained that this donation differs from others previously accepted, as it was bequeathed through Ms. Ketchum's will. She stated that the attorney for the estate has requested that a waiver of process and consent to probate be signed in order for the estate to proceed and release the \$500 donation to the city. Anderson requested approval both to accept the donation and to authorize her to sign the consent to probate document.

**COMMITTEE DECISION:** Councilor Ashline made a motion to forward a favorable recommendation to the Full Council the request from Caroline Anderson, Director of Animal Control. Councilor Lautensack seconded the motion; it was approved by a vote of 4-0-1.

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- 4. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, requests authorization for the Mayor to sign an agreement with Northern Asphalt LLC for the 2026 Paving Project.**

Craig Rebeor, Commissioner of Public Works and Parks and Recreation, opened the discussion by noting that council members had received a copy of the year's paving plan and that several questions had already been addressed in advance. Councilor Myer asked for clarification on the project timeline, specifically what "late summer" meant in terms of scheduling. Craig responded that paving is anticipated to begin around August, potentially extending into September depending on final contractor confirmation, with the goal of completing work before the end of summer and prior to the start of the school year. He added that the project is the beginning of a longer-term, phased paving plan, with phase one identifying priority streets and phase two to be developed over the winter, which may include additional streets such as Utica Street, parts of Dublin, and 7th Street based on council input and available funding. Councilor Kennedy asked about a specific request that had been submitted previously and was advised that it may be better suited for inclusion in 2027 or possibly added to phase two if budget allows, noting that smaller streets may be more feasible to incorporate. Craig also noted that a long-term 3–4 year paving plan is being developed and provided an update on state aid, stating that Senator Ryan indicated CHIPS funding is expected to remain stable or potentially increase from approximately \$810,000 in recent years. Councilor Lautensack inquired about the bidding process, and Craig explained that paving work is competitively bid and may vary by contractor year to year. He stated that the current bid is based on Onondaga County contract pricing and New York State OGS contract pricing through Riccelli Enterprises/Northern Asphalt, and confirmed the pricing is competitive despite increases in asphalt and fuel costs, offering to provide a cost comparison to council via email.

***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 Ashline seconded the motion; it was approved by a vote of 4-0-1.

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- 5. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, requests authorization for the Mayor to sign Amendment No. 1 with GHD Consulting Services, Inc. relating to the Spill Prevention, Control and Countermeasure Plan and further authorize the City Chamberlain to complete a budget amendment in the amount of \$8,300.00 to the Marinas & Docks Contracted Services Account.**

Craig Rebeor, Commissioner of Public Works and Parks and Recreation, explained that the City's existing plan, originally developed around 2008, is outdated and has been flagged by the

EPA for update and resubmission. While procedures are currently followed in practice, there is no formal written plan meeting EPA requirements. The DPW is working with GHD to develop a compliant updated SPCC plan for EPA review and approval, which will establish formal procedures to prevent and respond to potential fuel or oil spills, including protections for nearby water resources. It was noted that a fuel tank was installed in 2018 and that the update aligns with prior recommendations from former City Engineer Jeffrey Hinderliter. Councilor Kennedy asked whether a written plan currently exists. Craig indicated that there has always been a plan, but it does not meet the required EPA format. Councilor Thompson asked whether the plan could be completed in-house. Craig explained that the City is using outside engineering services as recommended, with costs tied to that work and implementation pending approval and contractor coordination.

**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 by a vote of 4-0-1.

***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 make a budget amendment in the amount of \$53,124.77 to the Garage Materials and Supplies Account to install carpet at the Oswego City Court.**

Craig Rebeor, Commissioner of Public Works and Parks and Recreation, explained that the work is a planned project requested by New York State Court for renovations to the Oswego City Court and was procured using New York State OGS contract pricing for carpeting pre-approved by the court. Craig noted that the project is fully reimbursable through the City's annual lease agreement and will be returned to the General Fund at 100%. Councilor Lautensack asked about the carpet selection, and Jeff McGann responded that the carpet is more modern and Craig confirmed that court representatives did have a hand in selecting it.

**COMMITTEE DECISION:** Councilor Lautensack made a motion to forward a favorable recommendation to the Full Council the request from the Craig Rebeor, Commissioner of Public Works and Parks and Recreation. Councilor Ashline seconded the motion; it was approved by a vote of 4-0-1.

***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 City Chamberlain to make a budget amendment in the amount of \$31,750.00 to the Municipal Buildings Contracted Services Account for painting at the Oswego City Court.**

Craig Rebeor, Commissioner of Public Works and Parks and Recreation, explained that this work is the same as the carpet installation. OGS contractors did not utilize local painters, so bids were solicited from local contractors, with P&R Painting submitting the lowest bid.. Craig noted the work is fully reimbursable by the court. Councilor Thompson asked whether this work was separate from a prior approximately \$40,000 painting authorization approved by the Mayor about six to eight weeks earlier. The Commissioner confirmed that it is part of the same overall court project and stated that the earlier painting authorization served as a down payment to begin that work.

**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 Myer seconded the motion; it was approved by a vote of 4-0-1.

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

A motion to adjourn the meeting was made at 7:07 p.m. by Councilor Lautensack. A second was made by Councilor Ashline, it was approved unanimously.

Respectfully Submitted,



Egor Golubchikov