

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
May 18, 2026**

Chairman Plunkett called the meeting to order at 7:37 p.m.

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

OTHERS PRESENT: Councilor Kennedy; Councilor Thompson; Mayor, Robert Corradino; City Attorney, Kevin Caraccioli; Craig Rebeor, Commissioner of Public Works and Parks and Recreation; Fire Chief, Paul Conzone; Director of Code Enforcement, Michael Cleary II; Abby Jenkins, Deputy Director of Economic Development; Director of Information Technology, Steve Coffey.

MEDIA PRESENT: No media present.

OLD BUSINESS: There was no old business.

A motion to approve the minutes of the May 4, 2026, Committee Meeting was made by Councilor Lautensack and seconded by Councilor Myer. Minutes were approved unanimously.

NEW BUSINESS:

- 1. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, requests authorization for the City Chamberlain to complete a Transfer of Funds in the amount of \$37,342.53 from the Street Lighting Materials and Supplies Account to the Garage Contracted Services Account for Scriba Street Lighting.**

Craig Rebeor, Commissioner of Public Works and Parks and Recreation, explained that although the City's new streetlight fixtures are under warranty, many supporting components such as arms, mounting hardware, and especially electrical infrastructure, including underground wiring and overhead connections, are not covered. He stated that a significant number of outages have resulted from these non-warranted system components. He also stated that Scriba Electric has been contracted to diagnose and repair issues including underground wiring failures, fuse panel problems, and individual electrical faults, restoring power to multiple blocks and isolated locations, while noting that National Grid is responsible for at least one identified issue and that approximately 70 outages remain under investigation, with additional contractor support expected to determine whether remaining issues are fixture-related or system-related. Councilor Thompson asked whether the work affected only a few lights or larger sections, and Craig explained that impacts varied widely, including clusters of 5-6 outages as well as full block failures such as along East First Street due to wiring and fuse issues. He further clarified that responsibility depends on whether failures are electrical infrastructure which is under the cities responsibility or fixture-related which is covered under warranty. Councilor Thompson also noted the resolution wording should be corrected regarding

the contractor name, and Craig confirmed the proper name is Scriba Electric Incorporated and that earlier references were incorrect. Councilor Kennedy clarified that the reference to "Scriba" was unrelated to the Town of Scriba and referred solely to the contractor. Councilor Lautensack asked whether insurance is pursued when damage results from accidents, and Craig confirmed that the City does seek insurance reimbursement in such cases. Councilor Plunkett and Craig agreed that the resolution language should be corrected to properly reflect Scriba Electric Incorporated as the contractor.

COMMITTEE DECISION: Councilor Ashline 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.

- 2. Director of Information Technology, Steve Coffey, requests authorization for the City Chamberlain to complete a Budget Amendment in the amount of \$16,671.20 to the Computer Materials and Supplies Account to implement a Replacement Access Control System for City Hall.**

Director of Information Technology, Steve Coffey, explained that the existing door controller system at City Hall is malfunctioning, creating security concerns, and that the replacement is an unplanned but necessary upgrade. He stated that the City intends to install a Verkada access control system, which will integrate with newly implemented security cameras and support a broader long-term goal of unifying access control across multiple municipal buildings. He noted that while other vendors were considered, Verkada was selected due to its features and compatibility, and he added that pricing from the reseller would increase later in the month, making timely approval advantageous. Councilor Thompson asked whether the system would increase ongoing support costs, and Steve responded that while there would not be traditional support contracts, the system does require a recurring licensing fee every five years tied to cloud-based functionality. Councilor Ashline asked whether the system would extend beyond City Hall, and Steve stated that this project would serve as the initial site, with future expansion planned for other city facilities as part of capital improvement planning. Councilor FitzGibbons confirmed the system would use low-voltage cabling, which Steve affirmed. Councilor Lautensack asked whether expanding the system to other locations would increase costs. Steve explained that licensing fees are charged per device or per door, and that costs scale based on usage, with potential for negotiated pricing at higher volumes.

COMMITTEE DECISION: Councilor Lautensack made a motion to forward a favorable recommendation to the Full Council the request from Director of Information Technology, Steve Coffey. Councilor FitzGibbons 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 complete a Transfer of Funds in the amount of \$52,000.00 from the Tourism Contracted Services Account to the Office of Economic Development - CDA Account for the Special Events budget.**

Deputy Director of Economic Development, Abby Jenkins, explained that the transfer is part of the City's approved 2026 operating budget and reflects an internal reallocation between funding lines rather than new spending. She stated that the Tourism and Promotion line includes several categories of expenses, including special events, and that moving the funds into the CDA account is necessary to process payments and issue checks for upcoming events scheduled throughout the year. She clarified that the adjustment is administrative in nature and aligns with how the budget was structured and approved for 2026.

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 Myer seconded the motion; it was approved unanimously.

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

- 4. The Office of Economic Development requests authorization for the City Chamberlain to accept funding in the amount of \$5,000.00 from the Oswego County Tourism and Planning for planning the Independence Day Celebrations.**

Deputy Director of Economic Development, Abby Jenkins, explained that this year's celebration will be expanded in recognition of the 250th anniversary, with plans for both the traditional parade and a separate block party event. She stated that the County's contribution will help enhance programming and allow the City to provide additional entertainment and activities, supporting a larger and more robust community celebration than in previous years.

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.

- 5. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, requests discussion to operate and maintain the Oswego Little League bathrooms for public use.**

Craig Rebeor, Commissioner of Public Works and Parks and Recreation, explained that the Fort Ontario recreational complex—including the Little League fields, pool, walking paths, and surrounding facilities—experiences significant public use during the warmer months, and that there is a recognized need for additional public restroom access in the area. He noted that the

only existing public restroom is located at the pool, which is limited to pool hours and therefore not practical for public access. He stated that, in coordination with the Oswego Little League leadership, the City has discussed a partnership in which the City would operate and maintain the concession stand restroom facilities, including opening them daily during park season, maintaining cleanliness, removing trash, and securing and winterizing the facility at the end of the season, while the Little League would retain ownership. He added that minor maintenance such as painting may also be needed and that the Little League president is in support of the arrangement. City Attorney Kevin Caraccioli noted that the existing agreement between the City and the Little League would need to be formally amended to reflect the operational change, and that the resolution would be revised accordingly. Councilor Myer asked whether existing personnel would be able to handle the additional responsibility, and Craig responded that it would be incorporated into the regular duties of existing park staff. Councilor Lautensack asked whether the facility would be seasonal, and Craig confirmed it would operate during park season from approximately mid-March through October, with winterization afterward. Councilor FitzGibbons asked about vandalism concerns, and Craig acknowledged that vandalism, particularly graffiti, is a recurring issue in public restroom facilities, though he noted the City has developed effective maintenance responses. Councilor Thompson indicated that the City Attorney may need to clarify the resolution language, and Kevin confirmed that the resolution would be modified to reflect an amendment to the management agreement between the City of Oswego and the Oswego Little League and would be provided to Council for review prior to final action.

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 unanimously.

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

6. Mayor Robert A. Corradino requests favorable consideration by the Common Council to approve a Priority Docking Agreement with American Cruise Lines, Inc.

City Attorney, Kevin Caraccioli, explained the proposal in detail, describing it as a significant long-term economic development opportunity for the City of Oswego. He stated that the agreement would allow American Cruise Lines to operate seven one-way cruises in 2026 out of Cahill Pier, beginning with the first vessel arriving that evening and departing later in the week, with additional scheduled cruises already planned for 2027 and 2028 and strong indications of continued demand. He explained that the contract is structured as a ten-year agreement with two optional five-year extensions, reflecting a long-term commitment from the company to remain in Oswego. He outlined the revenue terms, stating that the City would receive three dollars per linear foot of docking and an additional three dollars per linear foot for each day the vessel remains in port, along with two dollars per passenger for each embarkation and two dollars per passenger for each disembarkation. He noted that because each voyage is one-way, passengers effectively generate charges on both departure and arrival, and he emphasized that most cruises

are already sold out for multiple years. He also explained that the agreement includes scheduled increases of five percent every two years to keep pace with inflation over the life of the contract. Kevin further stated that the agreement includes reimbursement to the City for infrastructure-related costs associated with preparing Cahill Pier for cruise ship operations, including installation of bollards, water meter equipment, and backflow prevention devices, and that American Cruise Lines has agreed to cover those expenses along with ongoing metered water usage billed at the standard rate. He added that the company initially requested City-provided trash service, but after discussion it was resolved by allowing private hauling through a licensed vendor, which required adding a new hauler to the City's approved list. He also emphasized that other communities that host similar cruise operations follow comparable arrangements, reinforcing that the structure is consistent with industry practice.

Councilor Thompson asked for clarification on the length of the agreement, noting that earlier communication referenced a shorter term.

Kevin clarified that while cruise schedules are publicly listed for the first three years, the contract itself is a ten-year agreement with two optional five-year extensions.

Councilor FitzGibbons raised concerns about ensuring continued public access to the dock area, maintaining clear operational expectations, and preventing conflicts between cruise operations and community use of the waterfront. He also emphasized the importance of requiring contractual protections such as workers compensation coverage consistent with maritime law standards, including federal protections applicable to seafaring employees, and urged that those provisions be explicitly included.

Kevin responded that the company is experienced in maritime operations and indicated he would confirm those insurance and labor requirements with them.

Brandon Walker asked whether coordination had been completed regarding navigable waterways and maritime traffic management, noting other vessel activity in the area.

Kevin responded that operations had been fully coordinated, that the ship's captain is familiar with Oswego and has visited previously, and that known navigational considerations including a sandbar and existing underwater structures between the piers have been incorporated into the docking plan. He added that the cruise line has successfully operated in tighter docking environments elsewhere and expressed confidence in their ability to safely maneuver in Oswego's harbor. He also referenced earlier site visits by the cruise company, describing strong enthusiasm for the keyhole pier and stating that representatives had remarked on how well suited the facility is for their vessels. He concluded by framing the agreement as a historic moment for the city and an opportunity to strengthen tourism and economic activity through repeat cruise visitation.

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.

A motion to adjourn the meeting was made at 8:07 p.m. by Councilor Lautensack. A second was made by Councilor Ashline, it was approved unanimously.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Egor Golubchikov', written in a cursive style.

Egor Golubchikov