

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
June 1, 2026**

Chairman Plunkett called the meeting to order at 6:52 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; Craig Rebeor, Commissioner of Public Works and Parks and Recreation; City Clerk, Mark Tesoriero; Deputy City Clerk, Greg Caster.

MEDIA PRESENT: No media present.

OLD BUSINESS: There was no old business.

A motion to approve the minutes of the May 18, 2026, Committee Meeting was made by Councilor Myer and seconded by Councilor Ashline. Minutes were approved unanimously.

NEW BUSINESS:

- 1. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, has received a request from Ryan Raflowski, to accept a tree donation and a memorial marker to be planted and placed at Lake Side Park.**

Craig Rebeor, Commissioner of Public Works and Parks and Recreation, explained that Mr. Raflowski had contacted him a couple of months earlier regarding the request and that he had reached out to the Tree Advisory Board for suggestions on potential locations, though he did not receive significant feedback. He noted that the proposed ginkgo biloba is a hardy, long-lived species, referencing several mature specimens located in Washington Square Park, and stated that the department would ensure the tree is properly planted and maintained. He added that the memorial was intended in honor of Mr. Raflowski's late wife, whose birthday coincided with the day of the meeting, and noted that Mr. Raflowski had hoped to attend but was unable to do so, though he was very appreciative of the opportunity to proceed with the donation. Councilor Ashline expressed support for the request, stating that he was in favor of the tree donation and believed Lake Side Park was an appropriate location for it.

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.

- 2. The Office of Economic Development requests authorization for the City Chamberlain to accept a grant from the New York State Department of State for the Local Waterfront Revitalization Program Update and further authorize the Mayor and the Economic Development Office to execute all contracts associated for said update.**

Councilor Plunkett noted that representatives from the Office of Economic Development were unable to attend the meeting due to an emergency. Councilor FitzGibbons stated that he had spoken with the Office of Economic Development and Abby Jenkins regarding the grant, explaining that it would fund an update to the City's Waterfront Revitalization Plan, which is filed with the New York State Secretary of State and is necessary to maintain eligibility for waterfront development funding and related grants. He noted that the existing plan dates back to 1986 and explained that the update would include a comprehensive community engagement process involving public forums and stakeholder participation to establish redevelopment priorities. Councilor FitzGibbons emphasized the importance of ongoing council and community involvement throughout the process to ensure the final plan reflects broad consensus and supports future capital development. He further stated that the total project cost is \$120,000, with \$102,000 covered by grant funding and an \$18,000 local share, which would be met through existing departmental budget allocations and in-kind contributions, resulting in no additional net funding request. He concluded by expressing support for advancing the item and ensuring sustained engagement throughout the planning process.

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

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

- 3. The Oswego City Clerk's Office requests authorization for the City Chamberlain to complete a Budget Amendment in the amount of \$9,585.00 to the City Clerk's Personal Services Account in order to hire a records intern.**

Deputy City Clerk, Greg Caster explained that he had previously emailed Council members with additional information regarding the proposed candidate for the records position within the City Clerk's Office, including a letter of recommendation from the Fire Chief, noting that the individual had prior experience working with the Fire Department. He stated that the candidate would be a strong asset to the City and would support ongoing efforts to digitize records in the Clerk's Office. He also noted that the current Records Clerk was present to address any operational questions regarding the digitization initiative. Councilor Myer stated that he had toured the records area with staff and observed the significant workload involved in digitizing historical records and agreed that additional staffing support would be beneficial. Councilor FitzGibbons made a lighthearted remark noting that future interns reviewing today's meeting minutes would be analyzing the Council's comments decades from now.

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.

4. Councilor William Myer requests discussion regarding the authorization of a new docking fee for Dragon Boats at the Oswego Wright's Landing Marina.

Julie Dean, speaking on behalf of the Oswego Dragon Boat Club, provided background on the organization, explaining that the club originated from a 2012 YMCA-led dragon boat festival initiated by then-president John FitzGibbons, which used 20 boats supplied by an international organization, 22 Dragons. She described how the festival ran for several years and later evolved into a local club to maintain ongoing community access to the sport. She explained that the club raised funds, approximately \$15,000, to purchase its own dragon boat and associated equipment through donations and sponsorships, and that the boat was previously stored at the Port Authority marina before being relocated to the current dock location. She noted that after a period of reduced activity during the COVID-19 pandemic, the club resumed operations around 2021–2022 and began using the back side of the gas dock at Wright's Landing for seasonal storage, with informal approval from the City. Julie further described the club's current membership, community engagement activities, and safety practices, including annual safety training, adherence to international dragon boat standards, and maintenance of liability insurance naming the City as an additional insured. She emphasized the boat's size and unique shallow-draft design, noting that it occupies a portion of the dock that is otherwise not practically usable for other vessels, and requested continued use of the space under a fair fee structure.

Councilor Thompson inquired about the proposed \$200 fee and how it was determined.

Craig Rebeor, Commissioner of Public Works and Parks and Recreation, explained that the fee was based on the Marina's existing rate structure, noting that the lowest current fee is \$400 for a jet ski, and that the \$200 amount reflected half that rate given the limited usability of the dock space.

Councilor Myer added that the proposal was developed in consultation with staff and was intended to establish a fair fee after several years of use without charge, noting appreciation that the club was now seeking to formalize its arrangement.

Councilor Lautensack asked whether the \$200 rate was acceptable to the club, and Julie responded that it was reasonable and consistent with the organization's desire to be fair and contribute appropriately for use of public space.

Councilor Lautensack further suggested the possibility of a multi-year agreement, but Craig clarified that marina slip and storage arrangements are handled on an annual basis, and added

that broader marina fee restructuring proposals would be brought forward for Council consideration in the near future, with this arrangement to be incorporated into that review.

COMMITTEE DECISION: Councilor Myer made a motion to forward a favorable recommendation to the Full Council the request from Julie Dean. Councilor Lautensack seconded the motion; it was approved by a vote of 4-0-0-1.

(Councilor FitzGibbons abstained.)

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

A motion to adjourn the meeting was made at 7:11 p.m. by Councilor Lautensack. A second was made by Councilor Ashline, it was approved unanimously.

Respectfully Submitted,



Egor Golubchikov