

**ADMINISTRATIVE SERVICES
COMMITTEE MEETING
June 15, 2026**

Chairman Plunkett called the meeting to order at 7:51 p.m.

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

Councilor Ashline was excused.

OTHERS PRESENT: Councilor Kennedy; Councilor Thompson; Mayor Robert A. Corradino; City Attorney, Kevin Caraccioli; Craig Rebeor, Commissioner of Public Works and Parks and Recreation; Fire Chief, Paul Conzone; Planning and Zoning Administrator, Jeff McGann.

MEDIA PRESENT: No media present.

OLD BUSINESS: There was no old business.

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

NEW BUSINESS:

- 1. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, requests authorization for the Mayor to sign an Amendment to an Agreement with Kone, Inc. for additional Elevator Maintenance at the Conway Building.**

Craig Rebeor, Commissioner of Public Works and Parks and Recreation, explained that the amendment would add maintenance services for the elevator located on the police side of the Conway Building, noting that the elevator had been inadvertently omitted from the original contract, which predated his tenure. He further stated that the current agreement expires next year, at which time the City intends to seek competitive bids for a new maintenance contract that will include all three elevators. Councilor Myer asked whether the agreement covered routine monthly maintenance, including the elevator motors and other mechanical components, and Craig confirmed that it did. Councilor Lautensack asked whether the maintenance costs were charged on a per-elevator basis. Craig responded that, while he would need to review the contract to confirm, he believed the pricing was consistent on a per-elevator basis.

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.

2. Approve Standard Workday for Appointed and Elected Officials.

Councilor Plunkett described it as a standard procedural action.

COMMITTEE DECISION: Councilor Lautensack made a motion to forward a favorable recommendation to the Full Council the request from the Personnel Department. 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.

3. Mayor Robert A. Corradino requests authorization for the City Chamberlain to complete a Transfer of Funds in the amount of \$7,750 from the General Fund Contingent Account to the Community Development ORP Account for the archaeological study for the new pickleball courts at Gallagher Park and further authorize the Mayor to sign all contracts associated with the Gallagher Park Improvement Project Grant.

Mayor Robert A. Corradino provided a detailed history of the project, explaining that the effort began in 2016 after a local physical education teacher proposed repurposing an underused tennis court for pickleball. He described the City's initial investment in converting and later resurfacing and repainting the existing courts, noting the sport's continued popularity and the growing demand for additional facilities. The Mayor explained that, after evaluating several locations, Gallagher Park was selected as the preferred site due to its existing recreational amenities and accessibility. He stated that the City secured approximately \$179,000 in New York State grant funding toward an estimated \$240,000 project but encountered significant delays related to state documentation requirements establishing ownership of the property and subsequent requirements for an archaeological survey despite the site having previously been disturbed. He expressed frustration with the lengthy review process and explained that \$10,000 had already been budgeted for the archaeological study, with the requested transfer covering the remaining \$7,750 needed to complete the work. Councilor Thompson commented on the popularity of pickleball and expressed support for expanding facilities on the City's east side before asking for clarification regarding the amount being transferred. Mayor Corradino confirmed that only the additional \$7,750 was being requested and credited Craig Rebeor with recommending the Gallagher Park location. Councilor FitzGibbons asked whether the requested transfer represented the only additional project cost beyond the approved budget, and Mayor Corradino confirmed that it did, noting that the City's remaining contribution represented the required local match under the grant. Councilor Plunkett thanked the Mayor for the detailed explanation and noted he had received inquiries from residents about the project. Mayor Corradino responded that residents frequently ask about the courts and expressed his hope that the project could be completed during his administration. Councilor Thompson then asked about the anticipated project timeline. Craig Rebeor remarked that the project had already been

delayed well beyond expectations. Planning and Zoning Administrator, Jeff McGann, explained that, after returning to the City, he had been directed to move the project forward but that the archaeological survey process had proven complex due to limited qualified firms, state grant requirements regarding minority-, women-, and service-disabled veteran-owned business participation, and the uncertainty surrounding the scope of archaeological work required. He stated that the City had contacted multiple firms before selecting the lowest responsive proposal and emphasized the importance of moving the project forward to avoid additional inflationary costs. McGann explained that while construction could likely be completed within a single construction season once approvals were received, the timing depended upon completion of the archaeological survey and subsequent state review, making it difficult to provide a definitive completion date. Councilor Thompson summarized that completion was more realistically anticipated in early the following year, and McGann agreed that was the prudent expectation while expressing hope the timeline could be accelerated. Councilor FitzGibbons concluded by joking that completion would occur "by the end of the year," though it remained uncertain which year, prompting McGann to acknowledge the comment humorously.

COMMITTEE DECISION: Councilor Lautensack made a motion to forward a favorable recommendation to the Full Council the request from Mayor Robert A. Corradino. 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 8:14 p.m. by Councilor Lautensack. A second was made by Councilor Myer, it was approved by a vote of 4-0-1.

Respectfully Submitted,



Egor Golubchikov