CITY OF OSWEGO

AGENDA
Administrative Services Committee
Common Council Chambers – City Hall
July 6, 2026
6:30 PM

Roll Call **Timothy Plunkett, Chairman**
William Myer
John FitzGibbons
Laurel Lautensack
Jonathan Ashline

Approve minutes of the June 15, 2026 Committee meeting.

I. <u>Old Business</u>

II. <u>New Business</u>

<u>Authorization</u>

1. Fire Chief, Paul Conzone, requests authorization for the City Chamberlain to complete a Budget Amendment in the amount of $88,090.00 to purchase Mobile Computer-Aided Dispatch Units.
2. Police Chief, Phillip Cady, requests authorization for the City Chamberlain to complete a budget amendment in the amount of $59,669.00 to the Police Department Materials and Supplies Account for previously awarded Law Enforcement Technology Grant Funds.
3. Police Chief, Phillip Cady and Planning and Zoning Administrator, Jeff McGann, requests discussion regarding the demolition project of the former Shapiro building.
4. The Wastewater Department requests authorization for the Common Council to accept a bid in the amount of $145,232.00 from Guardian Environmental Products for the Furnish Rotary Scum Skimmer Equipment for Settling Tanks at the Eastside Wastewater Treatment Plant.
5. Craig Rebeor, Commissioner of Public Works and Parks and Recreation, requests authorization for the Oswego County Sheriff to purchase fuel at cost for their Marine Vessel.

ADMINISTRATIVE SERVICES
COMMITTEE MEETING
July 6, 2026

Chairman Plunkett called the meeting to order at 6:43 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; Fire Chief, Paul Conzone; Police Sergeant, Brandon Lummis; Abby Jenkins, Interim Director of Community Development; Steve Coffey, Director of Information Technology.

MEDIA PRESENT: No media present.

OLD BUSINESS: There was no old business.

A motion to approve the minutes of the June 15, 2026, Committee Meeting was made by Councilor Myer and seconded by Councilor Lautensack. Minutes were approved unanimously.

NEW BUSINESS:

1. **Fire Chief, Paul Conzone, requests authorization for the City Chamberlain to complete a Budget Amendment in the amount of $88,090.00 to purchase Mobile Computer-Aided Dispatch Units.**

Fire Chief, Paul Conzone, explained that the mobile CAD system would provide firefighters with real-time dispatch information, improving communication, operational efficiency, and firefighter safety by displaying updates directly in the apparatus rather than relying solely on radio transmissions. He noted that similar technology is already used by police, ambulances, and surrounding agencies, and that the project has been in development for several years with assistance from the City's IT Department. He added that the requested amount includes installation costs and a $3,000 contingency for incidental expenses. Councilor Myer asked about the differences between the tablet options, the continued use of radio dispatch, compatibility with mutual aid agencies, and whether the devices would remain in the apparatus. Chief Conzone responded that the requested tablets would have increased RAM and memory based on IT's recommendation, confirmed that radios would continue to be used alongside the new system, explained that the devices would display information for dispatched mutual aid calls, and stated that while the tablets are removable, the department intends to keep them mounted in the fire apparatus. Councilor Plunkett concluded by asking if there were any further questions, expressed his support for the proposal, called it a worthwhile and much-needed improvement, and encouraged the committee to support the request.

COMMITTEE DECISION: Councilor FitzGibbons made a motion to forward a favorable recommendation to the Full Council the request from Fire Chief, Paul Conzone. Councilor Ashline seconded the motion; it was approved unanimously.

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

2. **Police Chief, Phillip Cady, requests authorization for the City Chamberlain to complete a budget amendment in the amount of $59,669.00 to the Police Department Materials and Supplies Account for previously awarded Law Enforcement Technology Grant Funds.**

Police Sergeant, Brandon Lummis, explained that the City was awarded a $105,000.00 DCJS Law Enforcement Technology Grant in 2024 and had already received the funding. He stated that the requested budget amendment would transfer $59,669.00 into the Police Department budget to cover the installation costs for cameras purchased through the grant. Sergeant Lummis noted that the installation had been delayed due to the permitting process with National Grid and Verizon, which took approximately a year and a half to complete.

COMMITTEE DECISION: Councilor Lautensack made a motion to forward a favorable recommendation to the Full Council the request from the Police Chief, Phillip Cady. Councilor Myer seconded the motion; it was approved unanimously.

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

3. **Police Chief, Phillip Cady and Planning and Zoning Administrator, Jeff McGann, requests discussion regarding the demolition project of the former Shapiro building.**

Police Sergeant, Brandon Lummis, explained that the resolution would authorize awarding the demolition contract to Bronze Contracting, the lowest responsible bidder, for $122,000, with an additional amount of up to $10,000 for air quality monitoring as recommended by the Planning and Zoning Administrator. He noted that the demolition was needed due to ongoing vandalism, broken windows, and unauthorized entry into the building, creating safety and liability concerns. Councilor FitzGibbons recalled that the Council had previously rescinded a resolution related to the project because of funding uncertainty and stated that, while he supported demolition as the appropriate next step, he wanted a clearer timeline and framework for discussing the future of the proposed police station project at the site. He expressed concern about the City's investment in the property and the need to evaluate future options before reaching a point where limited choices remained. Sergeant Lummis responded that demolition was the first necessary step regardless of the property's eventual use and stated that the work was proposed to begin on August 3 and conclude by August 9. Councilor FitzGibbons reiterated his support for the demolition while emphasizing the importance of scheduling a discussion on the long-term plans for the property. Councilor Myer stated that he had spoken with Planning and Zoning Administrator Jeffrey McGann, who indicated that the additional project costs were primarily for air quality monitoring and were expected to remain under $135,000. He also noted concerns about vandalism and unauthorized occupancy of the building. Councilor Plunkett expressed support for the demolition, stating that it would improve the area and address ongoing issues with vandalism and people entering the building. Sergeant Lummis added that, although the building had been used for training, officers continued to observe new signs of vandalism and unauthorized entry, creating public safety and liability concerns. Councilor Lautensack asked how frequently people were entering the building, and Sergeant Lummis replied that it was difficult to determine because of the extent of existing damage unless police received a complaint or directly observed someone on the property.

COMMITTEE DECISION: Councilor FitzGibbons made a motion to forward a favorable recommendation to the Full Council the request from Police Chief, Phillip Cady. Councilor Myer seconded the motion; it was approved unanimously.

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

4. **The Wastewater Department requests authorization for the Common Council to accept a bid in the amount of $145,232.00 from Guardian Environmental Products for the Furnish Rotary Scum Skimmer Equipment for Settling Tanks at the Eastside Wastewater Treatment Plant.**

A representative from the Camden Group explained that the project is part of the department's annual equipment upgrades, that funding is already included in the budget, and that Onondaga County conducted the competitive bidding process, with Guardian Environmental Products submitting the lowest of three bids. The representative noted that no additional funding was being requested and that the action was simply to accept the lowest responsible bid. Councilor Myer asked whether the equipment was related to the wastewater treatment plant expansion or restructuring project. The Camden Group representative clarified that the equipment is for the Eastside Wastewater Treatment Plant and is strictly a replacement project, explaining that many of the existing skimmers date back to the 1970s and 1990s and have reached the point where replacement is necessary.

COMMITTEE DECISION: Councilor Ashline made a motion to forward a favorable recommendation to the Full Council the request from the Wastewater Department. Councilor Myer 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 authorization for the Oswego County Sheriff to purchase fuel at cost for their Marine Vessel.**

Councilor Plunkett explained that Commissioner Rebeor was unable to attend due to a prior obligation but had provided Council members with a detailed email and described the request as a routine shared services agreement. Councilor Kennedy stated that he had submitted several questions regarding the request, including the amount of fuel typically purchased, the meaning of "at cost," whether an existing municipal agreement was in place, whether the City had provided fuel to other agencies under similar terms, and whether the request represented a renewal or a new arrangement. Councilor Plunkett responded that the City had authorized similar agreements in the past but could not answer the detailed questions during the meeting. Councilor Myer expressed support for the request, citing the benefits of shared services and the Sheriff's assistance with harbor patrols and other public safety needs. Councilor Ashline stated that he did not believe he had enough information to support the request at that time. During discussion on whether to move the item forward, Councilor Lautensack noted that the proposal would still require approval by the Common Council the following week, providing additional time to obtain answers. Councilor FitzGibbons expressed support for intermunicipal cooperation, stating that while the outstanding questions should be answered, providing fuel at cost supported public safety and benefited county taxpayers. Councilor Myer suggested forwarding the item to the Common Council while obtaining additional background information before the final vote. Councilor Plunkett agreed that additional questions could be addressed before the Council meeting and noted that members could contact the Sheriff or Commissioner directly. Councilor Kennedy confirmed the Commissioner's return date and reiterated his desire for official responses to his questions. Fire Chief Paul Conzone, after consulting with the City Attorney, informed the committee that the Sheriff's marine unit provides important support during upcoming events, including Paddlefest and Harborfest, and noted that delaying the request could affect fueling convenience for those operations. Councilor FitzGibbons added that the Sheriff's marine presence supports public safety during waterfront events. Councilor Kennedy maintained that his questions remained unanswered, while Councilor Plunkett emphasized the time-sensitive nature of the request because of the upcoming events. A member of the audience encouraged the committee to consider the broader public safety benefits and value of continued cooperation with the Sheriff's Office. Councilor Myer concluded by reiterating that the request promotes shared services and would provide additional marine patrol resources during Harborfest and expressed his support for advancing the item to the Common Council.

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 7:12 p.m. by Councilor Myer. A second was made by Councilor Lautensack, it was approved unanimously.

Respectfully Submitted,

Egor Golubchikov