

CITY OF ONEIDA
MINUTES OF THE TRAFFIC SAFETY BOARD

October 21, 2025

2:00 p.m.

MEMBERS:

IN ATTENDANCE

Chairman Bruce Burke	<input checked="" type="checkbox"/>
Vice-Chairman Donald White	<input checked="" type="checkbox"/>
Cindy Bortree	<input checked="" type="checkbox"/>
James Sweet	<input checked="" type="checkbox"/>
Erwin Smith	<input checked="" type="checkbox"/>
Brahim Zogby	<input checked="" type="checkbox"/>
Michael Geer	<input type="checkbox"/>
Brian Bortree	<input checked="" type="checkbox"/>
Gary Laureti	<input checked="" type="checkbox"/>

ADVISORS:

Public Safety Commissioner Dave Jones	<input checked="" type="checkbox"/>
Police Chief Steven Lowell	<input checked="" type="checkbox"/>
Fire Department Chief Scott Jones	<input checked="" type="checkbox"/>
City Engineer Jeff Rowe	<input checked="" type="checkbox"/>
Traffic Advisor Shawn Palmer	<input checked="" type="checkbox"/>
Police Lieutenant Ryan Warner	<input type="checkbox"/>

OTHER PRESENT:

City Manager Kyle Lovell
Assistant Chief of Police Willam Clark

The regular meeting was called to order at 2:00 p.m. by Chairman Bruce Burke.

Approval of July 15, 2025 Meeting Minutes Distributed for Review Prior to October 15, 2025 Meeting.

Moved by: Erwin Smith

Seconded by: Brian Bortree

RESOLVED that the minutes of the regular meeting of July 15, 2025 are hereby approved as presented.

Ayes: 8

Nays: 0

Abstain: 0

Absent: 2 (Geer & 1 Vacancy)

MOTION CARRIED

OLD BUSINESS

1. Installation of 2-hour parking signs and handicap parking spot on Madison Street.

Discussion: Shawn Palmer advises that the work has been completed. Police department is monitoring, educating violators and issuing tickets when appropriate.

2. Request for no parking signs on South Willow Street.

Discussion: Shawn Palmer advises that the work has been completed. Police department is monitoring, educating violators and issuing tickets when appropriate.

3. Traffic patterns outside of Seneca Street Elementary School.

Discussion: Shawn Palmer and Assistant Chief Clark led discussion regarding flashing light equipment. Assistant Chief Clark will draft and send an email to the Oneida City School District (OCSD) to request discussion of cost sharing for equipment and crosswalk improvements. Ongoing maintenance responsibilities should also be addressed if an agreement is reached. Recommendation will be made to OCSD to cone off the area near the crosswalk where “No Parking” signs are posted to increase crosswalk visibility and prevent parking during student drop-off times. The school speed sign near Belmont Avenue was moved after being found blocked by a large tree. Palmer contacted NYSDOT for guidance on school zone signage regulations, and based on their advice, no additional signage changes were deemed necessary. No further action taken at this time.

AGENDA ITEMS

1. Request to install a stop sign on the corner of Summit Avenue and Broadway.
(City Manager Lovell)

Discussion: Kyle Lovell reports being in the area and witnessing several vehicles passing through that intersection, near Allen Park and the Rail Trail. Vehicles were traveling very fast, and neighbors complained about the frequency of occurrence. Request was made to put up a stop sign for eastbound traffic on Summit. Commissioner Jones will complete the work order, and the Police Department will deploy a message board to alert motorists prior to installation.

Moved by: Erwin Smith
Seconded by: James Sweet

RESOLVED, to install a stop sign for eastbound traffic on Summit Avenue at its intersection with Broadway.

Ayes: 8
Nays: 0
Abstain: 0

Absent: 2 (Geer & 1 vacancy)

MOTION CARRIED

2. Citizen Complaint – Cycling traffic light at St. Patrick’s School. (Thomas Terrell)

Discussion: Shawn Palmer was aware of this issue prior to the meeting and advised it has already been fixed. The light had been damaged during some roadwork occurring in the area. The repair company has already fixed the light and it’s working normally now. No further action taken at this time.

3. Citizen Complaint – Request to install a speed sign on Cleveland Avenue. (Donna Bonfiglio).

Discussion: The Police Department has placed a speed trailer in the area. This will collect data which will be shared with the Traffic Safety Board prior to the next meeting. Officers are monitoring for violations and conducting enforcement as appropriate. The Traffic Safety Board will send a letter to Ms. Bonfiglio advising her of these measures. The speed limit in the area remains 30 MPH unless otherwise posted.

RESOLVED, to continue monitoring and data collection on Cleveland Avenue and to notify the complainant of ongoing enforcement efforts.

Ayes: 8

Nays: 0

Abstain: 0

Absent: 2 (Geer & 1 vacancy)

MOTION CARRIED

4. Install school zone sign assembly on corner of Seneca/Belmont. (Traffic Advisor Shawn Palmer)

Discussion: Sign had been relocated on October 7th when it was recognized that a large tree was obstructing visibility. Chief Lowell commended Palmer for his efforts and prompt action in addressing the issue. No further action taken at this time.

NEW BUSINESS

1. Speed Signs in Front of Oneida High School

Discussion: Vice-Chairman White asked if speed signs would remain in front of the high school since the school building is not being fully utilized. It was determined that the signs will remain in place due to after-hours events and continuing school-related activities. No formal action taken at this time.

2. E-Bike Enforcement

Discussion: Vice-Chairman White inquired about enforcement of e-bike laws. Chief Lowell reported that amendments to the NYS Vehicle and Traffic Law in 2024 now define e-devices, including e-bikes and scooters. The Police Department hosted state training in early 2025 to educate officers on the changes and has since increased public awareness through social media and community outreach. Special enforcement details have been implemented, and citations are being issued. Chief Lowell noted that funding has been requested for 2026 to support additional targeted enforcement and the purchase of police e-bikes to assist in apprehending violators. No formal action taken at this time.

3. Leonard/Earl Intersection Stop vs. Yield Signs

Discussion: Brian Bortree asked if Leonard/Earl could be considered for stop signs instead of yield signs. After discussion, it was decided to leave the current signage in place and revisit the matter at a later date if needed. No further action taken at this time.

4. 2026 Budget Discussion

Discussion: Chairman Burke asked City Manager Lovell whether any funding was allocated for the Traffic Safety Board in the 2026 budget. Mr. Lovell stated that the City continues to face fiscal constraints and that additional funding will depend on whether the Common Council opts to exceed the tax cap. No further action taken at this time.

Next Meeting Tuesday January 20th, 2026, at
2:00pm

Motion to adjourn by: Chief Jones

Seconded by: Brian Bortree

The meeting is hereby adjourned at 3:05 pm.

Respectfully submitted,
Jaime Feith-Mallory
Traffic Safety Board Secretary