

MINUTES OF THE COMMON COUNCIL
SPECIAL MEETING
NOVEMBER 4, 2021

A special meeting of the Common Council of the City of Oneida, NY was held on the fourth day of November, 2021 at 6:00 pm at the City of Oneida Common Council Chambers, 109 N. Main Street, Oneida NY 13421.

The meeting was called to order by Deputy Mayor Thomas Simchik

<u>Attendees</u>	<u>Present</u>	<u>Absent</u>	<u>Arrived Late</u>
Mayor Acker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Earl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Laureti	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Coulthart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Kinville	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor DuBois	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Simchik	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

Also Present

City Clerk Sandy LaPera	<input checked="" type="checkbox"/>	Deputy City Clerk Andrea Hitchings	<input type="checkbox"/>
Comptroller Lee Ann Wells	<input checked="" type="checkbox"/>	City Engineer Jeff Rowe	<input checked="" type="checkbox"/>
		Councilor Elect Gary Reisman	<input checked="" type="checkbox"/>
		Councilor Elect Rick Rossi	<input checked="" type="checkbox"/>

2022 CITY OF ONEIDA BUDGET DISCUSSION

CITY ENGINEER-DPW

Deputy Mayor Simchik opened the meeting and advised that the City Engineer's Budget would be discussed. The City Engineer went through his budget, addressing each line item, including Capital Projects. It was noted that some line items were taken out of his budget and put under the budget for ARPA, which is a separate fund that uses money that was awarded to municipalities from the Federal Government as part of the American Rescue Plan Act.

1620 BUILDING EXPENSES

- Salaries/Buildings and Overtime are contractual
- Equipment includes \$24K for a new tractor for lawn mowing and snow removal at City Hall to replace the existing one (purchased in 2006). The current one is a residential tractor that is being used for commercial use. It frequently breaks down and needs repairs. The new tractor could be used to assist with downtown snow removal operation. It was noted that this would be used for both snow and grass (MOVED TO ARPA FUND). There was discussion about the possibility of purchasing this item now, as the funds are currently available.
- Materials and supplies are for cleaning products, electrical, plumbing, equipment maintenance, filter, hardware/building materials, ice melter, etc.
- Electric and gas is an estimate of usage, and this is an item that the Comptroller calculated
- Telephone service is for City Hall, the Justice Center and the Fire Department. This is a line item that the Comptroller calculated. The Mayor is talking with the County on the possibility of joining in as part of their contract to potentially save money with this expense.
- Contracts (City Hall/Fire Department) include annual inspections for cooling towers, elevators and emergency generators, as well as preventative maintenance
- Contracts (Justice Center) include the dry sprinkler inspection, emergency generator preventative maintenance, fire alarm system inspection, HVAC maintenance (Honeywell) and security alarm monitoring. It was noted that there is a 49% (sometimes higher) reimbursement for expenses related to the Justice Center
- Postage comes from the General Fund and is calculated by the Comptroller
- Building Maintenance & Repair includes replacement of the front doors at the Justice Center (reimbursable through the Court Claim Program), as well as other miscellaneous repairs. There was discussion about the significant decrease, and City Engineer Rowe advised that \$50,000 was taken out of his budget and moved to the ARPA Fund and the other \$50,000 was removed by the Mayor. This was going to be used for renovations at the old Police Station in City Hall so that other departments could use that space; however, the Mayor decided that this could wait for now and be addressed at a later time. (PORTION MOVED TO ARPA FUND)

3310 TRAFFIC EXPENSES

- Salaries are contractual
- Traffic overtime is for callouts (assists with snow plowing)
- Equipment line includes the replacement of 2 signal boxes (Main and Farrier and Main and Washington Streets) at \$9,100 each/\$18,200 total). It also includes the street lighting maintenance schedule (\$20K estimate) for outside contractor to provide maintenance as needed. (MOVED TO ARPA FUND)
- Materials and supplies are for sign blanks, road paint, etc.

3650 DEMOLITION EXPENSE

- Demolition-Environmental Surveys is related to 210 Sconondoa St. for costs related to mediation, and if at some point the City decided, demolition.

4068 MOSQUITO EXPENSES

- Salary is for the Mosquito Control Technician. He is a Motor Equipment Operator (MEO) 90% of the year, with 10% of his time dedicated to mosquito work. This individual also assists with snow plowing and street maintenance. It was noted that contracting out for this is expensive and the person must be certified in herbicide application.
- Equipment is for a desktop computer and printer
- Materials and supplies include insecticide, herbicide, dry ice, PPE (protective coats and gloves)
- Other expenses are for DEC permits
- Training includes NYSDEC online recertification classes
- Travel-Meals is contractual

5010 DPW ADMINISTRATION EXPENSES

- DPW Administration salaries are standard and overtime is minimal.
- Equipment is for a color printer. There was discussion among Council regarding the necessity and cost associated with toner for color printers, and the Comptroller advised that she is working on consolidation and lease options.

5110 STREET MAINTENANCE EXPENSES

- Salaries are contractual; the City Engineer was requesting additional positions for 1 Motor Equipment Operator, 1 Laborer/CDL, 1 Mason, and 1 summer laborer (seasonal). The Mason would do the sidewalks, which would save the City a significant amount of money as opposed to hiring out. The summer laborer would work primarily with green waste. There was discussion about the MEO position, and Council agreed to address this at the next Council meeting, changing the current number we have from 8 to 9.
- Overtime is for roadwork, as the department is short staffed
- Equipment is for chain saws, weed eaters and miscellaneous hand tools
- Materials and supplies are for grass seed, gloves, ear/eye protection, hardhats, chainsaw oil, etc. It was noted that the cost of these items has significantly increased this year.
- Road materials includes concrete mix, crusher run, hot mix asphalt, pavement crack seal, rip rap and temporary pavement patch.
- Tools is for rakes, shovels and handheld tools
- Work signs are primarily for traffic cones and barricades
- Tree Contract includes \$120K for tree removals and trimming, which includes \$20K for work within City Parks. The decision was made this year to combine the Parks with the DPW, as it did not make sense to have two separate items for this. **(MOVED TO ARPA FUND)**
- Contracts are for dumpster fees, landfill fees and phone fees for callouts, \$23.5K for Higinbotham Brook Dam Safety Inspection. The City Engineer advised that this is performed by an outside consultant every 5 years
- Rentals includes tub grinder for the mulching of large yard debris, stump grinder and topsoil screener. The City Engineer noted that the City has a lot of green waste to deal with.
- Pavement Maintenance is for maintenance and repair
- Sidewalk Maintenance includes \$25K, which was increased to \$200K and **MOVED TO ARPA FUND**. There was discussion about this being a 50/50 split with business/homeowners, with \$200,000 being taken from the ARPA Fund and \$200,000 paid by the business/property owners. There was also discussion about having a separate tax allocated for this in the future, such as what is done with the hydrant tax. The Mayor and Comptroller advised that is something that can be

considered. There was also discussion about who is responsible when a City owned tree causes damage to a sidewalk, and the City Engineer advised that it was the City's responsibility.

- Training is for basic certification
- Travel and meals are a union contract stipulation

5132 CENTRAL GARAGE EXPENSES

- Salaries at the Central Garage are contractual
- Overtime is due to garage employees assisting with snow removal as needed
- Equipment includes an oil filter crusher, 50- ton shop press, impact wrench and low-profile jack. It was noted that the oil crusher needs to be replaced, as it the City has had the current one for years. It is out dated and inefficient.
- DPW Maintenance-Repair is for repairs to loaders, backhoes, sweepers, tires, batteries and plow parts. The City Engineer advised that the cost of everything has gone up, especially tires, and that \$15,000 of this line item is for tires alone.
- General Materials is for hardware, welding supplies and steel for fabrication, motor oil and hydraulic oil
- Major Repairs are for sweeper conveyor belts and sander conveyor chains that need replacement
- Tools are a stipulated allowance in the contract of \$750 per person per year for a total of \$2,250. The City has 3 laborers that this applies to. There was brief discussion about what type of tools this involves and the reason for having this stipulation
- Contracts include on demand online repair manual, uniform service, welding cylinder lease, welding supplies, internet service, fuel management software (GASBOY) maintenance, repairs and service visits, diagnostic tool updates
- Building Maintenance & Repair-
- Fuel Tank Repair is for miscellaneous repairs. It was discussed a replacement is one of the Capital Projects, but this is in the budget to repair the one we have until we can purchase a new one
- Office Technology Expense includes a new Computerized Vehicle Inspection System (CVIS) for \$1,695 as required by DMV. It was noted that this is specific to the inspection system.

5142 SNOW AND ICE EXPENSES

- Material supplies is for brine for road pre-treatment
- Salt and Sand are continually being ordered and delivered based on actual usage. (MOVED TO ARPA FUND)
- Salt Storage Shed-the roof fabric is torn and needs repairs to prevent leakage and salt deterioration (MOVED TO ARPA FUND)
- Travel-Meals is a Union Contract stipulation

The Deputy Mayor and Comptroller advised that the discussion would now turn to Capital Projects from the General Fund that are funded by Serial Bond and by Grant Funds

CAPITAL PROJECT 20-4 DPW RELOCATION (CONSTRUCTION OF NEW DPW FACILITY (SERIAL BOND)

The City Engineer advised that the existing building was constructed in the 1920s and is deteriorated and falling apart. He advised that employees should not be working there in its current state. He noted that plow trucks have trouble with ingress and egress and a section of the building's wall is reinforced with plate steel to prevent its failure. He advised that the cost for this phase of the project is \$325K, with funding being allocated from General, Water and Sewer Funds.

CAPITAL PROJECT 22-3 HIGINBOTHAM BROOK FINAL DESIGN PHASE (SERIAL BOND)

The City Engineer stated that this project is for the final design phase for rehabilitation of deteriorated culvert that is beyond its useful design life and would move into construction during 2023 or 2024. This project would require a public referendum, as construction costs are estimated at \$4 million. He advised that \$325,000 was being allocated for this, but also noted that he has applied for a grant through the NYS DOT that could help if awarded.

CAPITAL PROJECT 22-5 VEHICLE REPLACEMENT DUMP TRUCK (SERIAL BOND)

The City Engineer said that this project is to replace an existing, aged truck with a new 6-wheel dump truck. The intent is to roll this plow truck in the same plow truck replacement plan (7-year life with guaranteed salvage value of 50% of the original purchase price as a trade in value). The dump truck cost is projected at \$185K, with an estimated salvage value of \$30K for the existing truck. He advised that this roll out should be done before the aged truck gets too old in order to get a decent trade in price. In response to a question from a Councilor regarding if there were any others that this pertained to, the City Engineer advised that this was the last one.

CAPITAL PROJECT 22-8 MUNICIPAL BUILDING ENERGY EFFICIENCY UPGRADES (SERIAL BOND)

City Engineer Rowe stated that the existing boilers and HVAC units are operating at less than 80% efficiency. Once upgraded, this would increase to 94%. Typical boiler upgrades/replacements have a 12-15-year payoff, but with the change in efficiency, this payoff would be less than 8 years through cost savings. The upgrade would include replacement of lighting fixtures to LED, as well as air infiltration sealing of all doors and windows, etc.

CAPITAL PROJECT 22-9 HVAC CHILLER REPLACEMENT (SERIAL BOND)

The current chiller at City Hall is over 50 years old and has experienced several recent failures and necessary repairs. The current projected cost is \$75K. It was mentioned that the current chiller is so old and big that it cannot even be taken out of the building.

CAPITAL PROJECT 22-10 FLEET FUELING TANK REPLACEMENT (SERIAL BOND)

The project is to replace 2 aged 26-year old fuel tanks for the fleet fueling system that have exceeded useful service life and have required frequent repairs. A new 2000-gallon diesel double wall tank and 3000-gallon gasoline double wall tank would be provided. The existing card reader system and dispensers would remain. The current project cost of the new fleet fueling tank replacements is \$100K. There was discussion about whether or not these would be movable, and the City Engineer advised that they would

be. There was also discussion about the use of a company that might provide the tanks free of charge. The City Engineer advised that we have to purchase now on State bids, but that he would look into whether or not they provide tanks (or could).

CAPITAL PROJECT 22-11 EQUIPMENT REPLACEMENT-CHIPPER TRUCK (SERIAL BOND)

The City Engineer advised that this project is to replace an aged 23-year old chipper truck used for green waste processing that has exceeded its useful life and has required frequent repairs. He noted that the current chipper was down several times this summer. The current cost of the new chipper truck is \$100K.

22-1 ANNUAL STREET RESURFACING (GRANT FUND)

The requested amount is \$465K based on a 2021-22 apportionment from the NYSDOT. There were 18 streets done in 2021 for approximately \$485K. There is a pavement condition system rating for each street's condition and determining of which ones should be repaved. During March, the City should be notified of how much will be available from NYS, and we will finalize the work to be included based upon available funding.

The Deputy Mayor advised that the next Budget Meeting would be on Monday, November 8 with the Fire Department and Parks & Rec at 6:00.

Motion to adjourn by Councilor Kinville

The special meeting is hereby adjourned at 8:12 p.m.

CITY OF ONEIDA

Sandra LaPera, City Clerk