

**MINUTES OF THE COMMON COUNCIL
SPECIAL MEETING
NOVEMBER 3, 2022**

A special meeting of the Common Council of the City of Oneida, NY was held on the third day of November 2022, at 6:30 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 Michelle Kinville

<u>Attendees</u>	Present	Absent	Arrived Late
Councilor Szczerba	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Laureti	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Rossi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Kinville	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Pagano	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Simchik	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <u>6:31 PM</u>

Also Present

City Clerk Sandy LaPera	<input type="checkbox"/>	Deputy City Clerk Andrea Hitchings	<input checked="" type="checkbox"/>
Comptroller Lee Ann Wells	<input checked="" type="checkbox"/>	Fire Chief Dennis Fields	<input checked="" type="checkbox"/>
Codes Director Bob Burnett	<input checked="" type="checkbox"/>	PS Commissioner Kevin Salerno	<input checked="" type="checkbox"/>
		Other	<input type="checkbox"/>

2023 CITY OF ONEIDA BUDGET DISCUSSION

CODE ENFORCEMENT DEPARTMENT

Deputy Mayor Kinville welcomed Bob Burnett, Director of Code Enforcement, to the meeting to begin his budget review.

Director Burnett began his narrative, thanking Council for their time and efforts while serving on the Council.

Director Burnett began his review of the Code Enforcement Department Budget Lines. Director Burnett stated that the OT line is included because Codes attends some Planning Board Meetings, and there are occasions when they are required to come in or stay late for codes issues. He explained that the Equipment Line is for the Muncity Software Program, stating that he believes this to be an invaluable tool for the City. Information is entered into the system and is shared with and used by other departments for referencing and uploading anything to do with a tax map number including planning statuses, codes issues, permits issued, variances, etc. Director Burnett feels this software is vitally important. Chief Fields weighed in on similar software, to state that this software is a timesaver and streamlines operations and

personnel management. Chief added that he has requested similar programs in the past but was not successful. He added that every department shares information- anything pertinent to that tax map will be shown. It will also alert for inspections as well. Councilor Kinville asked who could view this. Director Burnett added that anyone we want to see, could use it. He added that we could make it viewable by the public for further transparency. We can use it for reporting which will be a time saver. Councilor Kinville questioned the dollar amount to which Director Burnett added that this requested amount is the Codes portion of the total start-up cost of \$25,000, and there is an annual cost that will be incurred of approximately \$10,000 per year. Comptroller Wells added that this sounds like something we could add to the General Fund under the IT line if this is something that is purchased in the future since so many departments would utilize it.

Director Burnett addressed the Material and Supplies line and added that the office furniture needs to be replaced as it is old and worn and not functional. Chairs, file cabinets, printer table, and desks need to be replaced.

Director Burnett went on to outline the Training Expense and Uniform Expense lines and the need for these items to be able to perform the job and represent their department properly.

Councilor Laureti proposed using the current year OT line and do a budget transfer to be able to purchase some office furniture this year. Director Burnett approved this suggestion to which Comptroller Wells commented she will include this budget transfer on the November 15th meeting. Due to this budget transfer this year, the proposed 2023 budget for Materials and Supplies will be lowered to \$1,000 from \$3,000. This will result in \$2,000 going back to the General Fund.

Director Burnett continued with the Revenue portion of the Codes Budget. Director Burnett stated that he is confident that these numbers are achievable. The Account Clerk for Codes is doing a fabulous job and is efficient and conscientious and will follow through to ensure the job is done well.

Director Burnett distributed a handout that is received and placed on file. He continued to review the before and after pictures within the packet to show the progress that the Codes Department has made in cleaning up the neighborhoods and the positive impact his department is having on Oneida. The clean-up of the neighborhoods is their focus. He addressed the property on Stone Street and how Codes impacted the clean-up of this property. He said that he went above and beyond and helped to facilitate the sale of this property. Director Burnett knows that this has had a positive impact in the neighborhood because neighbors are calling Codes and telling them.

Director Burnett continued to say that he has reached out to business owners and developers to find out their needs and wants of Oneida, and he received a lot of good insight. He proposed that a committee be formed outside of the working hours, to market Oneida. He went on to say that what we want to achieve can be done within a year. He stated that Codes has created a positive impact on the community. Overall, he feels that we need a vision, and we need achievable goals. We need to work hard and achieve. He stated that he was offered a job elsewhere and he declined because he believes Oneida is his "home", although he does not live here, and he wants to make a difference here in Oneida. He stated his current involvement within his community shows his passion for making a difference, and he wants to help improve Oneida in any way he can.

Bob Burnett thanked the Council for their time and concluded the Code Enforcement Department budget discussion at 7:06 pm.

FIRE DEPARTMENT

Deputy Mayor Kinville welcomed Fire Chief, Dennis Fields to the meeting to begin his budget review.

Chief Fields thanked the Council for their time and efforts. Chief Fields addressed the Council and stated that he is concerned about three specific line items that were lowered from his original proposal.

Line item 109 Training/OT was decreased, and he is concerned that the proposed amount is not enough to meet the needs of the department. The firefighters have negotiated a new contract, and training is part of this. The current budget proposal, by the Mayor, is not enough to pay for just the required training from the contract. \$10,000 was removed from Chief Fields' proposal, and he is very concerned.

Line item 300 for Medical Supplies was also decreased. He is very concerned that they may not have enough supplies to perform their first aid and medical procedures. This line was cut \$3,000 from his proposal.

Line item 318 for Turnout Gear and Maintenance was also cut. He stated that there may be confusion as to what this is as there was an error in part of the documentation making it look like this line item was there twice, but they do need the full \$16,000, not the \$8,000 that it was decreased to by the Mayor. The turnout gear is replaced every year due to varying expiration dates. The Fire Department spreads it out and replaces 2 sets every year so that it does not all have to be replaced at once. New Hires also need new gear to fit them properly. Discussion continued including the question of how many retirements may be coming up that will require new gear for the replacement of the retirees, to which Chief Fields commented that there are potentially 3. He is very concerned there will not be enough money to ensure safety and the ability to properly perform.

Discussion continued about taking from this year's budget to help cover some of the shortages for the proposals for next year. Unfortunately, there is not enough left over in this year's budget to cover any of these proposals.

Councilor Laureti summarized stating that there is a total of \$21,000 in shortages for next year, to which Chief Fields confirmed this is correct.

Councilor Laureti asked if there are any thoughts as to where some of that money shortage could come from. Chief Fields stated that he will be willing to move \$10,000 from 102, Overtime Fire, to 109, Training/OT. All agreed to this adjustment. After this adjustment, there will still be an \$11,000 shortfall for Fire for 2023.

Chief Fields answered general questions from the Council about various budget lines.

Chief Fields completed the Fire Department budget review with Council at 7:29 pm and thanked the Council for their time.

COUNCIL DISCUSSION

Councilor Kinville asked her fellow Council Members if they all received the email from Luke Griff that outlined the Parks and Rec Department needs for the Rail Trail budget line. All stated that they did receive it.

Councilor Laureti proposed removing the Dump Trailer from the Rec. Budget, but Councilor Kinville stated that we need to check with DPW first to see if DPW will share their current one with the Rec. Department. This needs further discussion.

Councilor Kinville proposed that we take the full \$15,000 from the Rail Trail budget line and give \$11,000 to Fire to make up that shortfall and put the remainder of \$4,000 back to the General Fund. All concurred and Comptroller Wells stated that she will make the change. This plus the \$2,000 from Codes will result in a total of \$6,000 back to the General Fund.

There was discussion about Vets Pool to which all ultimately agreed that there needs to be some adjustments to the fees and possibly a change to the chlorine filtration system to make it more economical and efficient.

Motion to adjourn by Councilor Kinville

The special meeting is hereby adjourned at 7:55 PM.

CITY OF ONEIDA

Andrea Hitchings, Deputy City Clerk