

**MINUTES OF THE COMMON COUNCIL
REGULAR MEETING
FEBRUARY 21, 2023**

A meeting of the Common Council of the City of Oneida, NY was held on the twenty first day of February 2023 at 6:30 p.m. at the Common Council Chambers, 109 N. Main, Oneida, NY 13421.

The meeting was called to order by Mayor Helen Acker

<u>Attendees</u>	Present	Absent	Arrived Late
Mayor Acker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> _____
Councilor Pagano	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Simchik	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

Supervisors

Matt Roberts	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mary Cavanagh	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Joe Magliocca	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brandee DuBois	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Also Present

City Attorney Nadine Bell	<input type="checkbox"/>	Fire Chief Dennis Fields	<input checked="" type="checkbox"/>
City Clerk Sandy LaPera	<input checked="" type="checkbox"/>	Police Chief Lowell	<input checked="" type="checkbox"/>
City Engineer Jeff Rowe	<input checked="" type="checkbox"/>	Public Safety Com. Kevin Salerno	<input checked="" type="checkbox"/>
Codes Director Bob Burnett	<input type="checkbox"/>	Attorney Stacy Marris	<input checked="" type="checkbox"/>
Comptroller Lee Ann Wells	<input checked="" type="checkbox"/>	Other _____	<input type="checkbox"/>

Call to Order/Pledge of Allegiance/Roll Call

PUBLIC HEARING: Final Assessment Roll-2022 Sidewalk Replacement Program

OPEN PUBLIC HEARING

FINAL ASSESSMENT ROLL FOR THE 2022 SIDEWALK REPLACEMENT PROGRAM

RESOLUTION 23-29

Moved by Councilor Rossi
Seconded by Councilor Simchik

RESOLVED, that the Public Hearing to approve the Final Assessment Roll for the 2022 Sidewalk Replacement Program in the City of Oneida be hereby opened at 6:31 p.m.

Ayes: 5
Nays: 0
Absent: 1 (Kinville)
MOTION CARRIED

APPEARANCES

None

CLOSE PUBLIC HEARING

FINAL ASSESSMENT ROLL FOR THE 2022 SIDEWALK REPLACEMENT PROGRAM

RESOLUTION 23-30

Moved by Councilor Simchik
Seconded by Councilor Rossi

RESOLVED, that the Public Hearing to approve the Final Assessment Roll for the 2022 Sidewalk Replacement Program in the City of Oneida be hereby closed at 6:32 p.m.

Ayes: 5
Nays: 0
Absent: 1 (Kinville)
MOTION CARRIED

PUBLIC COMMENT: None
OLD BUSINESS: None

SUPERVISOR'S REPORT

Supervisor Mary Cavanagh advised that Madison County has a new monthly Podcast called "Madison County Milk House" that she encouraged all to see. The name was derived from many supervisors and people in the area who started in the farming business and is used to talk about what is happening in Madison County and surrounding areas, including policies, local issues and other information.

She noted that they have had their first and second episodes, and their Public Information Officer, Samantha (Sam) Field, started this. Those participating in the Podcasts so far have included Chairman Becker, who talked about the state of the county, Mark Scimone and personnel talking about open jobs, recruitment and retention, and the County Historian, who talked about the history of Madison County and the surrounding areas. The Recycling Coordinator was also on discussing what to recycle and how to recycle. The Podcasts are currently available on the Madison County website, Spotify, Apple Podcasts, Amazon Music and Pocket Casts (<https://www.madisoncounty.ny.gov/2949/Madison-County-Milk-House-Podcast>).

Supervisor Roberts reported that they had representatives that went to Washington, DC for the 2023 NACo (National Association of Counties) Legislative Conference, where they were able to meet with elected and appointed county officials throughout the United States and see what other counties were doing. He said he learned that one of the problems in Washington is they have a "cookie cutter" approach to everything, and what is happening here is different than what is happening in other parts of the country. He said that some are concerned over the Clean Waters Act, but a lot of the things discussed do not bother us, as we have so many natural resources in upstate New York that others do not have. He stated that we are very blessed with the natural resources here, such as water.

Supervisor Cavanagh added that they are also travelling to Albany next week for the NYS Association of Counties, where they will meet with colleagues from across New York State. She noted that she is sitting on a committee that will talk about Civil Service exams and how they are making it harder to recruit. She is hoping they can come up with an easier process, as this is an issue.

APPROVAL OF MINUTES

Moved by Councilor Rossi

Seconded by Councilor Szczerba

RESOLVED, that the minutes of the regular meeting of February 7, 2023, are hereby approved as presented.

Ayes: 5

Nays: 0

Absent: 1 (Kinville)

MOTION CARRIED

APPROVAL OF WARRANT

Moved by Councilor Rossi
Seconded by Councilor Pagano

RESOLVED, that Warrant No. 4, checks and ACH payments in the amount of \$284,308.46 as audited by the Voucher Committee are hereby approved for payment in the usual manner at the discretion of the Comptroller.

Ayes: 5
Nays: 0
Absent: 1 (Kinville)
MOTION CARRIED

The Mayor welcomed Steve Lowell, to his first "official" meeting as Police Chief for the City of Oneida and congratulated him.

MONTHLY REPORTS

RESOLUTION 23-31

Moved by Councilor Simchik
Seconded by Councilor Szczerba

RESOLVED, that Monthly Reports from the City Clerk, City Engineer, Codes Department, Comptroller, Fire Department, Parks and Recreation Department and Police Department are hereby received and placed on file.

Ayes: 5
Nays: 0
Absent: 1 (Kinville)
MOTION CARRIED

DISCUSSION:

The City Clerk advised that there was no report from the Planning Director this month, as he was out ill, but that he would be providing two reports next month.

The Mayor noted that although it had nothing to do with Monthly Reports, last Thursday after hours, there was a problem on Madison Street near Main where there was a faulty air valve in HP Hood's sewer line. The Mayor acknowledged how well the DPW crew worked, stating they did a fantastic job using the vac truck to take care of the issue, even though it was not our piping. The City Engineer advised that there has been no determination made as to what caused the default, noting that it will be replaced or repaired if necessary.

BOARD APPOINTMENT-BOARD OF ASSESSMENT REVIEW

RESOLUTION 23-32

Moved by Councilor Simchik
Seconded by Councilor Pagano

RESOLVED, to approve the appointment of James Chamberlain, 610 W. Elm Street, Oneida, NY 13421, to the Board of Assessment Review to expire on September 4, 2025.

Ayes: 5
Nays: 0
Absent: 1 (Kinville)
MOTION CARRIED

DISCUSSION:

The Mayor advised that it is difficult to get people to volunteer for our Boards, and she appreciated that Jim was willing to do this. Although not present, she thanked him for agreeing to be on the Board.

NEW YORK STATE GRANT APPLICATION (LGRMIF)-RECORDS MANAGEMENT

RESOLUTION 23-33

Moved by Councilor Simchik
Seconded by Councilor Szczerba

WHEREAS, the 2023-2024 New York State Budget provided new funding for the Local Government Records Management Improvement Fund and made New York State Archives a part of the Office of Cultural Education, an office of the New York State Education responsible for implementing a program that will provide municipalities funds to help local governments establish records management programs or develop new program components; **and**

WHEREAS, a request for applications, known as RFP #GC23-006, is available through the eGrants system. The purpose of LGRMIF grants is not to support local government records management programs indefinitely. Local governments are expected to assume primary responsibility for ongoing support of their programs by providing the resources to manage their records on a continuing basis.; **and**

WHEREAS, the City of Oneida is interested in an application that will begin to convert municipal records to another format through the use of microfilming or imaging, or a combination of these.; **and**

WHEREAS, the grants funds will enable the City of Oneida to acquire a records management software to improve access to digitized municipal records for residents and municipal employees; **now therefore be it**

RESOLVED, that the Mayor of the City of Oneida is hereby authorized to submit an application under the Local Government Records Management Improvement Fund, RFP #GC23-006, for funding to assist in the conversion and access of records; **and be it further**

RESOLVED, that the Mayor is further authorized and directed to execute any contracts and/or agreements with New York State Archives a part of the Office of Cultural Education, an office of the New York State Education in connection with the grant application and is authorized to request and expend funds received from New York State pursuant to said contracts and/or agreements.

Ayes: 5
Nays: 0
Absent: 1 (Kinville)
MOTION CARRIED

DISCUSSION:

The City Clerk explained that the funding from the grant would be used toward the conversion and access of City records, allowing the City to move forward with adhering to the Records Retention Schedule. This process will involve having someone organize and scan the documents, which can be transferred to a database system for easier access and maintenance.

She advised that a State representative came in to tour the City's records rooms and gave advice and suggestions on how the process worked, noting that there was money available for this, citing Saratoga as an example, who receives the grant each year. The City Clerk advised that the grant could be applied for each year here as well, allowing to do one department at a time. The Mayor concurred that this would eliminate the numerous boxes currently in storage and better manage our records.

CELLULAR TELEPHONE ADMINISTRATIVE POLICY

RESOLUTION 23-34

Moved by Councilor Rossi
Seconded by Councilor Simchik

RESOLVED, that the Employee Acknowledgement of Receipt and Understanding of the Cellular Telephone Administrative Policy from Water Superintendent, John Monaghan, be hereby received and placed on file.

RESOLVED, that the Telephone Request Form from John Monaghan, pursuant to the City of Oneida Cellular Telephone Policy adopted June 15, 2010, Resolution 10-153 and reaffirmed on May 17, 2016, be hereby approved.

Ayes: 5
Nays: 0
Absent: 1 (Kinville)
MOTION CARRIED

BUDGET TRANSFERS/AMENDMENTS

RESOLUTION 23-35

Moved by Councilor Rossi
Seconded by Councilor Laureti

	To	From
2023 Budget Adjustments		

\$28,000.00	030.3120.0400.0022 ARPA Police Lexipol	030.0030.0912.0000 ARPA Fund Balance
-------------	---	---

To allocate funds for subscription and personnel services pertaining to the development and implementation of an electronic policy and procedure manual, and policy and training software management system

\$5,500.00	030.3410.0402.0000 ARPA Fire Equipment Repair	030.0030.0912.0000 ARPA Fund Balance
------------	--	---

To allocate additional funds for Engine 3 repair-found additional repairs needed upon evaluation

\$21,500.00	001.0001.0889.0000 General Fund Vehicle Reserve	001.0001.0912.0000 General Fund Balance
-------------	--	--

To re-allocate funds received from the sale of Police vehicles to the vehicle reserve account

Ayes: 5
Nays: 0
Absent: 1 (Kinville)

MOTION CARRIED

WAIVE RULE TO ACCEPT AGENDA ITEMS

RESOLUTION 23-36

Moved by Councilor Simchik
Seconded by Councilor Rossi

RESOLVED, that per Resolution 08-180 adopted by the Common Council on August 19, 2008, the provisions of the procedure to accept agenda items is hereby waived.

Ayes: 5
Nays: 0
Absent: 1 (Kinville)

MOTION CARRIED

CONTRACT-AXON ENTERPRISE, INC.

RESOLUTION 23-37

Moved by Councilor Simchik
Seconded by Councilor Laureti

RESOLVED, to authorize the Police Chief to sign a five-year contract with Axon Enterprise, Inc., 17800 N. 85th Street, Scottsdale, AZ 85255, for the procurement and maintenance of body worn camera (BWC) equipment, storage and software licenses for the Police Department.

Ayes: 5
Nays: 0
Absent: 1 (Kinville)

MOTION CARRIED

NEW BUSINESS: None

Motion to adjourn by Councilor Rossi
Seconded by Councilor Laureti

Ayes: 5
Nays: 0
Absent: 1 (Kinville)

MOTION CARRIED

The regular meeting is hereby adjourned at 6:45 p.m.

CITY OF ONEIDA

Sandra LaPera, City Clerk