



CITY OF ONEIDA
MEETING OF THE COMMON COUNCIL
109 N. MAIN ST., ONEIDA, NY 13421

AGENDA

Date:	March 5, 2024	Presiding:	Rick Rossi, Mayor
Time:	6:30 p.m.	Clerk:	Sandy LaPera, City Clerk
Location:	Common Council Chambers	Meeting Type:	Regular <input checked="" type="checkbox"/> Special <input type="checkbox"/>

Call to Order/Pledge of Allegiance/Roll Call

CEREMONIAL: National Red Cross Month Proclamation

Accepted by Lisa Smith, Executive Director of the Central and Northern New York Chapter

OLD BUSINESS: Council discussion-Harboring of Hens

REPORTS:

- **MAYOR'S REPORT**
- **CITY MANAGER'S REPORT**

Approval of the Minutes: February 20, 2024

Approval of Warrant: 5

Item	Title	Facilitator
1.	CAPITAL PROJECT 20-4 NEW DPW/CENTRAL GARAGE/WATER FACILITY- DESIGN PHASE: authorize the City Engineer to proceed with Capital Project 20-4 and to increase the project cost to not exceed \$91,500 and to further authorize the City Manager to sign any/all documents related to Capital Project 20-4 New DPW/Central Garage/Water Facility Design Phase	ROWE
2.	SCHEDULE PUBLIC HEARING: Receive and place on file the Report of Unsafe Structures from the City's Fire Marshal and schedule a Public Hearing pursuant to Oneida City Code Chapter 34, Article III, Unsafe Buildings and Collapsed Structures, on property located at 125 Oneida Street for Tuesday, April 2, 2024, in the Common Council Chambers at 109 N. Main Street, Oneida	JONES
3.	APPROVE BID: approve the lowest bid meeting specifications for Neptune Water Meters to TI Sales, Inc., 36 Hudson Rd., Sudbury, MA 01776 as the apparent low bidder	MONAGHAN

Item	Title	Facilitator
4.	APPROVE BID: approve the lowest bid meeting specifications for Sensus Water Meters to Core and Main, 2220 State Route 5, Utica, NY 13502 as the apparent low bidder	MONAGHAN
5.	DESIGNATION: approve the City Manager as the designated person to hear appeals regarding denial of access to records under the Freedom of Information Law, as per Chapter 129, Article 1, Section 129-7 of the Oneida City Code	LAPERA
6.	BUDGET TRANSFERS/AMENDMENTS: approve the Budget Transfers and Amendments as outlined by the Comptroller	WELLS
7.	CAPITAL PROJECT 23-4 FLEET FUEL TANK REPLACEMENTS: authorize the City Engineer to proceed with Capital Project 23-4, Fleet Fuel Tank Replacements and authorize the City Manager to sign any/all documents related to Capital Project 23-4 Fleet Fuel Tank Replacements	ROWE
8.	CAPITAL PROJECT 23-3 HIGINBOTHAM BROOK CULVERT REPLACEMENT-CONSTRUCTION PHASE: authorize the City Engineer to proceed with Capital Project 23-3 Higinbotham Brook Culvert Replacement and authorize the City Manager to sign any/all documents related to Capital Project 23-3 Higinbotham Brook Culvert Replacement	ROWE
9.	CAPITAL PROJECT 20-6 GLENMORE DAM REHABILITATION CONSTRUCTION PHASE: authorize the City Engineer to proceed with Capital Project 20-6 Glenmore Dam Rehabilitation and further authorize the City Manager to sign any/all documents related to Capital Project 20-6 Glenmore Dam Rehabilitation Construction Phase	ROWE
10.	APPROVE ANNUAL SUBSCRIPTION: authorize the City Manager to sign the annual support subscription with PMI Document Solutions, Inc. for Docuware Annual Premium Support for the Police Department	LOWELL
11.	AGREEMENT: authorize the City Manager to sign an agreement with Madison County Working Solutions for the WIOA youth program to provide employment in the Parks and Recreation Department for up to 200 hours for Hunter Douglass to gain work experience. This is paid by Madison County.	GRIFF

NEW BUSINESS:

PUBLIC COMMENT: Limited to 3 minutes

**MINUTES OF THE COMMON COUNCIL
REGULAR MEETING
MARCH 5, 2024**

A meeting of the Common Council of the City of Oneida, NY was held on the fifth day of March 2024 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 Mayor Rick Rossi.

<u>Attendees</u>	Present	Absent	Arrived Late
Mayor Rossi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
City Manager Selby	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Szczerba	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Laureti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Hitchings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Winchell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Pagano	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Councilor Simchik	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

Also Present

City Attorney Nadine Bell	<input type="checkbox"/>	Fire Chief Scott Jones	<input type="checkbox"/>
City Clerk Sandy LaPera	<input type="checkbox"/>	Police Chief Steve Lowell	<input type="checkbox"/>
City Engineer Jeff Rowe	<input type="checkbox"/>	Public Safety Com. Dave Jones	<input type="checkbox"/>
Codes Director Bob Burnett	<input type="checkbox"/>	Other _____	<input type="checkbox"/>
Comptroller Lee Ann Wells	<input type="checkbox"/>	Other _____	<input type="checkbox"/>

Call to Order/Pledge of Allegiance/Roll Call

CEREMONIAL: National Red Cross Month Proclamation

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OLD BUSINESS: Council discussion-Harboring of Hens

MAYOR'S REPORT:

CITY MANAGER'S REPORT:

APPROVAL OF MINUTES

Moved by Councilor
Seconded by Councilor

RESOLVED, that the minutes of the regular meeting of February 20, 2024, are hereby approved as presented.

Ayes:

Nays:

MOTION CARRIED

APPROVAL OF WARRANT

Moved by Councilor
Seconded by Councilor

RESOLVED, that Warrant No. 5, checks and ACH payments in the amount of \$152,455.66 as audited by the Voucher Committee are hereby approved for payment in the usual manner at the discretion of the Comptroller.

Ayes:

Nays:

MOTION CARRIED

WARRANT	5
DATE:	March 5, 2024

FUND		PAYMENT NUMBER (\$)	AMOUNT
Capital		4841-4842	\$ 7,683.72
DRI Fund	031		
Liberty Operating Fund	025	1014-1015	\$ 42,201.60
ARPA Fund	030	1302	\$ 4,006.00
Current Funds		73842-73919	\$ 95,965.33
ACH			\$ 2,599.01

WARRANT #1 TOTAL	\$ 152,455.66
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Oneida, NY

Expense Approval Report

By Fund

Payment Dates 3/1/2024 - 3/5/2024

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
Fund: 001 - GENERAL FUND					
LOWE'S HOME IMPROVEMEN...	73882	03/04/2024	misc supplies as needed	001.3410.0405.0000	89.02
AMAZON WEB SERVICES, LLC.	DFT0004545	03/05/2024	Ments T-Shirts	001.3120.0317.0000	37.58
SAFELITE GROUP INC	73904	12/29/2023	Durango Windshield Repair	001.1640.0403.0001	476.94
TYLER ILES	73912	03/05/2024	MEALS	001.3120.0416.0000	180.00
MATTHEW MOSACK	73886	03/05/2024	MEALS	001.3120.0416.0000	168.00
WILLIAM R CLARK	73918	03/05/2024	MEAL	001.3120.0416.0000	12.00
SCANLON TRAFFIC SYSTEMS	73905	03/05/2024	service call for traffic light	001.3310.0200.0000	160.00
A & P MASTER IMAGES, LLC	73842	03/05/2024	FastTac Waterproof Boot	001.3120.0317.0000	109.99
A & P MASTER IMAGES, LLC	73842	03/05/2024	Port Authority Interlock Knit ...	001.3120.0317.0000	47.94
A & P MASTER IMAGES, LLC	73842	03/05/2024	DEPARTMENT & USA FLAG PA...	001.3120.0317.0000	26.00
A & P MASTER IMAGES, LLC	73842	03/05/2024	CX350 Cargo Pants	001.3120.0317.0000	91.00
A & P MASTER IMAGES, LLC	73842	03/05/2024	Elbeco UV1 CX360 Long Sleeve..	001.3120.0317.0000	54.45
A & P MASTER IMAGES, LLC	73842	03/05/2024	Mens Heritage Rib Knit Jacket	001.3120.0317.0000	66.95
A & P MASTER IMAGES, LLC	73842	03/05/2024	Port & Co Performance Fleece...	001.3120.0317.0000	40.93
A & P MASTER IMAGES, LLC	73842	03/05/2024	5.11 Performance Polo	001.3120.0317.0000	155.94
A & P MASTER IMAGES, LLC	73842	03/05/2024	Adult Cool & Dry Long Sleeve ...	001.3120.0317.0000	113.85
UNITED AUTO SALES	73913	03/05/2024	PARTS	001.5132.0300.0000	34.64
UNITED AUTO SALES	73913	03/05/2024	PARTS	001.5132.0300.0000	48.56
UNITED AUTO SALES	73913	03/05/2024	PARTS	001.5132.0300.0000	297.04
MARCY HYDRAULICS	73884	03/05/2024	HYDROLIC PARTS	001.5132.0300.0000	258.03
MARCY HYDRAULICS	73884	03/05/2024	HYDROLIC PARTS	001.5132.0300.0000	18.72
HAR-ROB FIRE APPARATUS SE...	73871	03/05/2024	badges	001.3410.0408.0000	232.00
LINSTAR, INC.	DFT0004549	03/05/2024	ID CARTER	001.1989.0400.0000	12.80
CARTEGRAPH SYSTEMS LLC	73856	03/05/2024	software license	001.1680.0403.0000	9,132.76
ATLAS FENCE	73847	03/05/2024	Temp Fence for Vanderbilt	001.3650.0400.0002	250.00
TOTAL SOLUTIONS	73911	03/05/2024	HDMI CABLE	001.1680.0403.0000	9.59
TOTAL SOLUTIONS	73911	03/05/2024	TOWER	001.1680.0403.0000	799.95
FASTENAL CO. INC.	73865	03/05/2024	HARDWARE AND SUPPLIES	001.5132.0303.0000	79.46
MICHAEL BURGESS	73888	03/05/2024	Pants - Navy	001.3120.0317.0000	63.75
MICHAEL BURGESS	73888	03/05/2024	Pants - Black	001.3120.0317.0000	63.74
MICHAEL BURGESS	73888	03/05/2024	Pants - Khaki	001.3120.0317.0000	63.74
JERRY BUTLER	73877	03/05/2024	MUNY BASKETBALL	001.7140.0403.2020	180.00
BRIAN VINCENT	73852	03/05/2024	MUNY BASKETBALL	001.7140.0403.2020	90.00
AMAZON WEB SERVICES, LLC.	DFT0004545	03/05/2024	SCANNER	001.1410.0200.0000	356.98
LOWE'S HOME IMPROVEMEN...	73882	03/05/2024	BLANKET PO - FOR SUPPLIES, ...	001.7140.0409.0000	101.31
AMAZON WEB SERVICES, LLC.	DFT0004545	03/05/2024	TAPE REEL	001.3120.0300.0000	18.55
AMAZON WEB SERVICES, LLC.	DFT0004545	03/05/2024	V600 Pelican Large Equipment...	001.3120.0317.0000	149.99
WAL-MART, INC.	73917	03/05/2024	Running PO	001.3120.0300.0000	119.76
VERIZON	73915	03/05/2024	FEB 16-MAR 15	001.1680.0403.0000	225.34
MICHAEL HOKE	73889	03/05/2024	MUNY BASKETBALL	001.7140.0403.2020	90.00
AIDAN HUNZINGER	73844	03/05/2024	MUNY BASKETBALL	001.7140.0403.2020	90.00
MICHAEL HOLMES	73890	03/05/2024	MUNY BASKETBALL	001.7140.0403.2020	90.00
JEFFREY GILBERT	73875	03/05/2024	MUNY BASKETBALL	001.7140.0403.2020	180.00
NATIONAL GRID	73894	03/05/2024	ELECTRIC	001.1620.0401.0000	989.86
WAL-MART, INC.	73917	03/05/2024	BLANKET PO - FOR SUPPLIES, ...	001.7140.0300.0000	22.91
SCOTT CARROLL	73906	03/05/2024	CO-ED VOLLEYBALL	001.7140.0403.2021	200.00
BRAYDON DI SALVO	73851	03/05/2024	CO-ED VOLLEYBALL	001.7140.0403.2021	200.00
AMAZON WEB SERVICES, LLC.	DFT0004545	03/05/2024	DYMO Black on White Labels - ...	001.3120.0300.0000	14.89
AMAZON WEB SERVICES, LLC.	DFT0004545	03/05/2024	DYMO Black on Clear Labels - ...	001.3120.0300.0000	14.89
AMAZON WEB SERVICES, LLC.	DFT0004545	03/05/2024	HANGING FILE FOLDERS	001.3120.0300.0000	23.51
AMAZON WEB SERVICES, LLC.	DFT0004545	03/05/2024	Vestibule Telephone	001.3120.0300.0000	64.43
AMAZON WEB SERVICES, LLC.	DFT0004545	03/05/2024	Dress Shirt	001.3120.0317.0000	27.99
AMAZON WEB SERVICES, LLC.	DFT0004545	03/05/2024	Police Badge Holder	001.3120.0317.0000	9.99

Expense Approval Report

Payment Dates: 3/1/2024 - 3/5/2024

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
AMAZON WEB SERVICES, LLC.	DFT0004545	03/05/2024	T SHIRTS	001.3120.0317.0000	44.99
AMAZON WEB SERVICES, LLC.	DFT0004545	03/05/2024	Thursday Boot - Mens Brown ...	001.3120.0317.0000	199.00
LOWE'S HOME IMPROVEMEN...	73882	03/05/2024	Garbage disposal	001.3410.0405.0000	132.05
VERNON NATIONAL FIREARMS	73916	03/05/2024	Springfield Armory Echelon 9...	001.3120.0317.0000	696.00
INTERSTATE BATTERY SYSTEM ..	73873	03/05/2024	battery replacement for 298	001.3410.0409.0000	145.95
INTERSTATE BATTERY SYSTEM ..	73873	03/05/2024	Running Central Garage PO	001.1640.0403.0001	142.95
Risk Strategies Consulting	73903	12/29/2023	2023 Actuarial Servies for OP...	001.1315.0405.0000	1,500.00
NYS ASSESSORS' ASSOC., INC.	73896	03/05/2024	MEMBERSHIP	001.1355.0401.0000	125.00
GODADDY	DFT0004547	03/05/2024	SUBSCRIPTION	001.1680.0403.0000	22.17
GUTHRIE SALES AND SERVICE	73870	12/29/2023	PARTS	001.5132.0300.0000	21.96
LOMBARDI & ASSOCIATES, LLC	73881	03/05/2024	POLICE Velcro Placard	001.3120.0317.0000	20.00
JEROME FIRE EQUIPMENT CO, ..	73876	03/05/2024	Yearly air pack certification	001.3410.0400.0000	3,403.25
NATIONAL ENTERTAINMENT T...	73893	03/05/2024	PRE FILLED EASTER EGGS FOR ...	001.7140.0300.0000	1,510.00
Tall Order Tee	73909	03/05/2024	Burbidge uniform items	001.3410.0317.0000	84.00
Tall Order Tee	73909	03/05/2024	RIEDL DFT ON PROVIDED SHIR...	001.3410.0317.0000	23.10
NADINE BELL, ESQ	73892	03/05/2024	MONTHLY SERVICES	001.1420.0400.0000	4,866.67
NADINE BELL, ESQ	73892	03/05/2024	MONTHLY SERVICES	001.1420.0403.0000	1,300.00
NADINE BELL, ESQ	73892	03/05/2024	LEGAL SERVICES	001.1420.0411.0000	3,366.00
NADINE BELL, ESQ	73892	03/05/2024	LEGAL SERVICES	001.1420.0410.0000	8,470.36
NADINE BELL, ESQ	73892	03/05/2024	LEGAL NOTICE	001.1420.0419.0000	10.00
GALLS INCORPORATED	73868	03/05/2024	Shipping	001.3120.0317.0000	1.10
GALLS INCORPORATED	73868	03/05/2024	Streamlight ProTac Flashlight	001.3120.0317.0000	101.70
GALLS INCORPORATED	73868	03/05/2024	FT2917 - Salomon Tactical Sh...	001.3120.0317.0000	144.00
GALLS INCORPORATED	73868	03/05/2024	Shipping	001.3120.0317.0000	1.32
GALLS INCORPORATED	73868	03/05/2024	Shipping	001.3120.0317.0000	3.60
GALLS INCORPORATED	73868	03/05/2024	Leatherman Surge MultiTool	001.3120.0317.0000	135.00
GALLS INCORPORATED	73868	03/05/2024	Streamlight Stinger LED flashli...	001.3120.0317.0000	129.60
GALLS INCORPORATED	73868	03/05/2024	Gerber Fast Draw Tanto Knife	001.3120.0317.0000	45.90
GALLS INCORPORATED	73868	03/05/2024	LP149 - Key Ring Holder	001.3120.0317.0000	18.99
GALLS INCORPORATED	73868	03/05/2024	HANDCUFF KEY	001.3120.0317.0000	15.73
GALLS INCORPORATED	73868	03/05/2024	BC246 Clip on Badge Holder	001.3120.0317.0000	10.08
GALLS INCORPORATED	73868	03/05/2024	Shipping	001.3120.0317.0000	0.09
LEWIS UNIFORM CO., LLC	73880	03/05/2024	Reflective Heat Seal Letterings	001.3120.0317.0000	17.00
LEWIS UNIFORM CO., LLC	73880	03/05/2024	Reflective Heat Seal Lettering	001.3120.0317.0000	24.00
LEWIS UNIFORM CO., LLC	73880	03/05/2024	5.11 Softshell Jacket	001.3120.0317.0000	140.00
AT & T MOBILITY	73846	03/05/2024	WIRELESS	001.1680.0403.0000	878.80
MATRIX COMMUNICATIONS	73885	12/29/2023	To reallocate funds for teleph...	001.1620.0402.0000	576.66
CHARTER COMMUNICATIONS	73857	03/05/2024	MARCH	001.1680.0403.0000	730.65
CAMFIL USA, INC	73854	03/05/2024	Filters fr JC	001.1620.0300.0000	321.96
MICHAEL BURGESS	73888	03/05/2024	Dress Polo - Light Blue	001.3120.0317.0000	71.00
MICHAEL BURGESS	73888	03/05/2024	Dress Polo Black	001.3120.0317.0000	3.60
MICHAEL BURGESS	73888	03/05/2024	Dress Polo - Black	001.3120.0317.0000	74.00
MICHAEL BURGESS	73888	03/05/2024	Dress Polo - Bradford	001.3120.0317.0000	79.00
MICHAEL BURGESS	73888	03/05/2024	Dress Polo - Grey	001.3120.0317.0000	74.00
CANON FIANCIAL SERVICES	DFT0004546	03/05/2024	2/10-3/9	001.1620.0406.0000	370.00
CANON FIANCIAL SERVICES	DFT0004546	03/05/2024	2/10-3/9/2024	001.1620.0406.0000	499.60
PMI DOCUMENT SOLUTIONS, ...	73900	12/29/2023	Docuware Update v6 to v7	001.1680.0403.0000	2,500.00
STEEL SALES INC	73908	03/05/2024	STEEL FABRICATION	001.5132.0303.0000	660.00
THE SENATOR FREDERICK L. ...	73910	03/05/2024	Fire/Emerg Instructor 2 class J...	001.3410.0413.0000	216.00
THE SENATOR FREDERICK L. ...	73910	03/05/2024	Fire/Emerg Instructor 2 class J...	001.3410.0413.0000	216.00
ZOLL MEDICAL CORP	73919	03/05/2024	THERMAL PAPER ROLLS	001.3410.0300.0000	24.60
MICHAEL BURGESS	73888	03/05/2024	First Tactical Pants	001.3120.0317.0000	74.99
MICHAEL BURGESS	73888	03/05/2024	5.11 Job Shirt	001.3120.0317.0000	83.94
CINTAS CORP	73859	03/05/2024	uniforms	001.5132.0403.0000	261.47
V & J GRAPHICS INC	73914	03/05/2024	500 Inmate Property Receipts	001.3120.0300.0000	399.30
BUELL FUEL LLC	73853	03/05/2024	DIESEL	001.1640.0402.0000	2,060.17
PAUL KINNEY MOTORSPORTS	73899	12/29/2023	high-test fuel for equipment	001.3410.0409.0000	125.00
COOPER ELECTRIC	73861	03/05/2024	electrical supplies for traffic a...	001.3310.0300.0000	482.98
COOPER ELECTRIC	73861	03/05/2024	BULBS	001.3410.0405.0000	53.38
COOPER ELECTRIC	73861	03/05/2024	Fuse Kits	001.3310.0300.0000	185.13

Expense Approval Report

Payment Dates: 3/1/2024 - 3/5/2024

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
COOPER ELECTRIC	73861	03/05/2024	ELECTRCAL SUPPLIES	001.1620.0300.0000	50.20
REM FIRE SYSTEMS INC	73902	03/05/2024	ALARM MONITORING	001.7521.0403.0000	696.00
REM FIRE SYSTEMS INC	73902	03/05/2024	ALARM MONITORING JC	001.1620.0403.0222	336.00
MGM PARTS DISTRIBUTORS, I...	73887	03/05/2024	Open PO for the upkeep/repai...	001.3410.0409.0000	11.29
MGM PARTS DISTRIBUTORS, I...	73887	03/05/2024	PARTS FOR CITY VEHICLES	001.5132.0300.0000	105.08
MGM PARTS DISTRIBUTORS, I...	73887	03/05/2024	PARTS FOR CITY VEHICLES	001.5132.0300.0000	81.03
MGM PARTS DISTRIBUTORS, I...	73887	03/05/2024	PARTS FOR CITY VEHICLES	001.5132.0300.0000	155.88
NYE AUTOMOTIVE GROUP INC.	73895	03/05/2024	PARTS AND LABOR	001.5132.0300.0000	8.24
DOG WASTE DEPOT	73864	03/05/2024	SUPPLIES FOR DOG WASTE FO...	001.7140.0300.0000	625.48
A & P MASTER IMAGES, LLC	73842	03/05/2024	Port 1/4 sweatshirt	001.3120.0317.0000	45.93
A & P MASTER IMAGES, LLC	73842	03/05/2024	Short Sleeve Polo	001.3120.0317.0000	56.98
A & P MASTER IMAGES, LLC	73842	03/05/2024	Sport-Tek Fullzip Windjacket	001.3120.0317.0000	66.95
A & P MASTER IMAGES, LLC	73842	03/05/2024	Cool & Dry Polo	001.3120.0317.0000	42.95
A & P MASTER IMAGES, LLC	73842	03/05/2024	Port 1/4 zip pullover	001.3120.0317.0000	45.93
BUELL FUEL LLC	73853	03/05/2024	GASOLINE	001.1640.0401.0000	5,102.30
REBECCA LENNON	73901	03/05/2024	EXPENSES INCURRED AT NYS...	001.0023.2770.0000	242.04
CAMPANY ROOFING INC.	73855	03/05/2024	Roof repair at PD building	001.1620.0405.0000	2,878.79
BOUND TREE MEDICAL, LLC.	73850	03/05/2024	medical supplies	001.3410.0300.0000	326.36
CHEM-AQUA, INC.	73858	03/05/2024	BUILDING MAINT	001.1620.0403.0003	461.61
INDEED	DFT0004548	12/29/2023	City Manager Job Posting	001.1430.0403.0000	417.65
Fire-Dex, GW, LLC	73867	03/05/2024	turn out gear repair	001.3410.0318.0000	1,234.59
ONEIDA OFFICE SUPPLY	73898	03/05/2024	BLANKET PO - FOR SUPPLIES, ...	001.7140.0300.0000	15.93
KIME HARDWARE	73878	03/05/2024	BUILDING SUPPLIES	001.1620.0300.0000	11.99
BME	73849	03/05/2024	INK FOR POSTAGE MACHINE	001.1620.0404.0000	240.00
BME	73849	03/05/2024	2/28-3/27/24	001.1620.0406.0000	226.79
CLINTON TRACTOR & IMPLEM...	73860	03/05/2024	TRACTOR PARTS AND LABOR	001.5132.0300.0000	765.00
MITCHELL DRYER JR	73891	03/05/2024	MARCH 2024	001.3410.0401.0000	3,123.42
MITCHELL DRYER JR	73891	03/05/2024	MARCH 2024	001.9060.0805.0000	-150.80
ALTA/VANTAGE	73845	03/05/2024	LOADER REPAIR	001.5132.0300.0000	523.33
ALTA/VANTAGE	73845	03/05/2024	parts and labor for loader repa...	001.5132.0300.0000	7,528.05
Fund 001 - GENERAL FUND Total:					79,624.55
Fund: 002 - WATER					
HOWLAND PUMP AND SUPPLY..	73872	03/05/2024	HOWLAND PUMP AND SUPPLY..	002.8300.0319.0000	46.18
CARTEGRAPH SYSTEMS LLC	73856	03/05/2024	software license	002.8300.0444.0000	4,566.38
VERIZON	73915	03/05/2024	FEB 16-MAR 15	002.8300.0402.0000	100.15
BENEFACOR FUNDING CORP	73848	03/05/2024	LIFE SCIENCE LABS	002.8300.0415.0000	77.76
BENEFACOR FUNDING CORP	73848	03/05/2024	LIFE SCIENCE LABORATORIES	002.8300.0415.0000	22.68
DERRICK A BUELL AND ROCKE...	73863	03/05/2024	REFUND ON OVER CHARGE W...	002.0002.0352.0000	1,541.40
AT & T MOBILITY	73846	03/05/2024	WIRELESS	002.8300.0402.0000	382.30
CANON FIANCIAL SERVICES	DFT0004546	03/05/2024	2/10-3/9	002.8300.0403.0000	174.00
GRAINGER INC	73869	03/05/2024	FLANGE GASKET	002.8300.0302.0000	4.00
HOWLAND PUMP AND SUPPLY..	73872	03/05/2024	HOWLAND PUMP AND SUPPLY..	002.8300.0319.0000	48.94
BME	73849	03/05/2024	2/28-3/27/24	002.8300.0444.0000	12.35
Ferguson Enterprises	73866	03/05/2024	POLLARDWATER	002.8300.0403.0000	64.75
Ferguson Enterprises	73866	03/05/2024	POLLARDWATER	002.8300.0403.0000	195.25
Fund 002 - WATER Total:					7,236.14
Fund: 003 - SEWER					
MADISON COUNTY TREASURER	73883	03/05/2024	JAN BIOSOLIDS	003.8110.0412.0000	2,127.70
CARTEGRAPH SYSTEMS LLC	73856	03/05/2024	software license	003.8110.0444.0000	4,566.38
KOESTER ASSOCIATES, INC	73879	03/05/2024	pump parts	003.8110.0200.0000	39.28
JAMES CULLEN	73874	03/05/2024	MILEAGE AND MEALS	003.8110.0413.0000	164.57
VERIZON	73915	03/05/2024	FEB 16-MAR 15	003.8110.0400.0000	183.86
NATIONAL GRID	73894	03/05/2024	ELECTRIC	003.8110.0401.0000	1,202.58
ADIRONDACK ENVIRONMENT...	73843	03/05/2024	wastewater analysis	003.8110.0415.0000	683.40
SENECA PLUMBING AND HEAT...	73907	03/05/2024	SUPPLIES	003.8110.0300.0000	585.25
SENECA PLUMBING AND HEAT...	73907	03/05/2024	BALL VALVE	003.8110.0300.0000	86.00
AT & T MOBILITY	73846	03/05/2024	WIRELESS	003.8110.0400.0000	160.24
CANON FIANCIAL SERVICES	DFT0004546	03/05/2024	2/10-3/9	003.8110.0445.0000	140.00
NYS DEPARTMENT OF ENVIR...	73897	03/05/2024	DEC PERMIT	003.8110.0490.0000	110.00
GRAINGER INC	73869	03/05/2024	BUILDING SUPPLIES, PARTS A...	003.8110.0200.0000	207.40

Expense Approval Report

Payment Dates: 3/1/2024 - 3/5/2024

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
CYNCON EQUIPMENT	73862	03/05/2024	HYDRO VAC PARTS	003.8110.0443.0000	896.50
ONEIDA OFFICE SUPPLY	73898	03/05/2024	time cards, office supplies	003.8110.0300.0000	26.51
HOWLAND PUMP AND SUPPLY..	73872	03/05/2024	plumbing supplies	003.8110.0331.0000	514.04
BME	73849	03/05/2024	2/28-3/27/24	003.8110.0445.0000	9.94
Fund 003 - SEWER Total:					11,703.65
Fund: 005 - CAPITAL					
BARTON & LOGUIDICE,DPC	4841	03/05/2024	BARTON & LOGUIDICE DPC	005.8300.0401.0022	2,983.72
ICC-CDS	4842	03/05/2024	CONFIGURATION AND TRAINI...	005.8020.0400.0023	4,700.00
Fund 005 - CAPITAL Total:					7,683.72
Fund: 025 - LIBRARY CONSTRUCTION					
ONEIDA PUBLIC LIBRARY DISTR..	1014	03/05/2024	LINCOLN	025.0025.0632.0003	11,412.12
ONEIDA PUBLIC LIBRARY DISTR..	1015	03/05/2024	VIENNA OPERATING EXPENSE	025.0025.0632.0009	30,789.48
Fund 025 - LIBRARY CONSTRUCTION Total:					42,201.60
Fund: 030 - Federal ARPA					
United Radio	1302	03/05/2024	Parts/Labor to install upgrades..	030.3410.0404.0000	1,895.00
United Radio	1302	03/05/2024	amp replacement for station ...	030.3410.0404.0000	2,111.00
Fund 030 - Federal ARPA Total:					4,006.00
Grand Total:					152,455.66

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	79,624.55
002 - WATER	7,236.14
003 - SEWER	11,703.65
005 - CAPITAL	7,683.72
025 - LIBRARY CONSTRUCTION	42,201.60
030 - Federal ARPA	4,006.00
Grand Total:	152,455.66

Account Summary

Account Number	Account Name	Payment Amount
001.0023.2770.0000	MISCELLANEOUS	242.04
001.1315.0405.0000	POST-RETIREMENT BEN...	1,500.00
001.1355.0401.0000	TRAINING	125.00
001.1410.0200.0000	EQUIPMENT	356.98
001.1420.0400.0000	MOU -\$3668.75	4,866.67
001.1420.0403.0000	STAFF SERVICES	1,300.00
001.1420.0410.0000	LAW LITIGATION	8,470.36
001.1420.0411.0000	LABOR SERVICES AND N...	3,366.00
001.1420.0419.0000	MISC ATTORNEY	10.00
001.1430.0403.0000	CONTRACTS	417.65
001.1620.0300.0000	MAT SUPPLIES	384.15
001.1620.0401.0000	ELECTRIC AND GAS	989.86
001.1620.0402.0000	TELEPHONE	576.66
001.1620.0403.0003	CONTRACTS COMBINED	461.61
001.1620.0403.0222	JC Bulding Maint	336.00
001.1620.0404.0000	POSTAGE	240.00
001.1620.0405.0000	BUILDING MAINTENANC...	2,878.79
001.1620.0406.0000	COPIER CONTRACTS	1,096.39
001.1640.0401.0000	CENTRAL GASOLINE	5,102.30
001.1640.0402.0000	CENTRAL DIESEL	2,060.17
001.1640.0403.0001	CENTRAL VEHICLE -POLI...	619.89
001.1680.0403.0000	CONTRACTS	14,299.26
001.1989.0400.0000	PRINTING	12.80
001.3120.0300.0000	MAT SUPPLIES	655.33
001.3120.0317.0000	CLOTHING	3,591.20
001.3120.0416.0000	TRAVEL-MEALS	360.00
001.3310.0200.0000	EQUIPMENT	160.00
001.3310.0300.0000	MAT SUPPLIES	668.11
001.3410.0300.0000	MEDICAL SUPPLIES	350.96
001.3410.0317.0000	CLOTHING	107.10
001.3410.0318.0000	TURNOUT GEAR - MAIN...	1,234.59
001.3410.0400.0000	SCBA	3,403.25
001.3410.0401.0000	207A	3,123.42
001.3410.0405.0000	BUILDING MAINTENANC...	274.45
001.3410.0408.0000	NEW HIRE EXPENSE	232.00
001.3410.0409.0000	EQUIPMENT REPAIR & ...	282.24
001.3410.0413.0000	TRAINING	432.00
001.3650.0400.0002	Demolition-Protective ...	250.00
001.5132.0300.0000	DPW MAINTENANCE- RE...	9,845.56
001.5132.0303.0000	GENERAL MATERIALS	739.46
001.5132.0403.0000	CONTRACTS	261.47
001.7140.0300.0000	MAT SUPPLIES	2,174.32
001.7140.0403.2020	CONTRACTS.MUNY BB	720.00
001.7140.0403.2021	CONTRACTS.ADULT VB	400.00
001.7140.0409.0000	EQUIP REPAIR & MAINT.	101.31
001.7521.0403.0000	KALLET CONTRACTS	696.00
001.9060.0805.0000	HEALTH INSURANCE	-150.80

Account Summary

Account Number	Account Name	Payment Amount
002.0002.0352.0000	OVERPAY	1,541.40
002.8300.0302.0000	EQUIPMENT MAINTENA...	4.00
002.8300.0319.0000	GENERAL MAINTENANCE	95.12
002.8300.0402.0000	TELEPHONE	482.45
002.8300.0403.0000	CONTRACTS	434.00
002.8300.0415.0000	LAB TESTING	100.44
002.8300.0444.0000	OFFICE TECHNOLOGY EX...	4,578.73
003.8110.0200.0000	EQUIPMENT	246.68
003.8110.0300.0000	MAT SUPPLIES	697.76
003.8110.0331.0000	PUMP STATIONS	514.04
003.8110.0400.0000	CONTRACTUAL SERVICES	344.10
003.8110.0401.0000	UTILITIES	1,202.58
003.8110.0412.0000	MADISON COUNTY LAN...	2,127.70
003.8110.0413.0000	TRAINING	164.57
003.8110.0415.0000	LAB TESTING	683.40
003.8110.0443.0000	SANITARY SEWER MATE...	896.50
003.8110.0444.0000	OFFICE TECHNOLOGY EX...	4,566.38
003.8110.0445.0000	TECHNOLOGY/INTERNET...	149.94
003.8110.0490.0000	PERMITS	110.00
005.8020.0400.0023	2023 -Planning LGRMIF ...	4,700.00
005.8300.0401.0022	2022 Lake Street Pump S...	2,983.72
025.0025.0632.0003	LINCOLN DUE TO LIBRAR...	11,412.12
025.0025.0632.0009	VIENNA DUE TO LIBRARY...	30,789.48
030.3410.0404.0000	Flre-Paging System repair	4,006.00
Grand Total:		152,455.66

Project Account Summary

Project Account Key	Payment Amount
None	152,455.66
Grand Total:	152,455.66

1. CAPITAL PROJECT 20-4 NEW DPW/CENTRAL GARAGE/WATER FACILITY – DESIGN PHASE

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

RESOLVED, to authorize the City Engineer to proceed with Capital Project 20-4 New DPW/Central Garage/Water Facility – Design Phase and to increase the project cost to not exceed \$91,500, **and be it further**

RESOLVED, authorize the City Manager to sign any/all documents related to Capital Project 20-4 New DPW/Central Garage/Water Facility.

Ayes:

Nays:

MOTION CARRIED

CITY OF ONEIDA

Capital Project Estimate-2024

Capital Project# 20-4

Department: *Department of Public Works – General/Water/Sewer Fund*

Project Title: Construction of New Department of Public Works Facility-Design Phase

Project Location: Bennett Road/Harden Street

Purpose of Project: Relocate Department of Public Works from existing facility on Sconondoa Street that is located in a functionally obsolete structure and within a flood zone. Total Project Cost revised from Capital Project #20-4, reflecting estimate from Preliminary Design Phase. Construction costs will be adjusted as final design progresses.

Anticipated Completion: *Fall 2024*

Total Project Cost: \$325,000

Funding Source

Fund Balance: (\$68,250 Water, \$35,750 Sewer)

Serial Bond: \$221,000 (General)

State/Federal Aid:

Grant: \$1,900,000 (to be applied to Construction Phase, not applicable for this phase.)

2. SCHEDULE PUBLIC HEARING PER ONEIDA CITY CODE CHAPTER 34, ARTICLE III, UNSAFE BULDINGS AND COLLAPSED STRUCTURES

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

RESOLVED, that the Report of Unsafe Structures, as per Oneida City Code Chapter 34, Article III, Unsafe Buildings and Collapsed Structures, from Brian B. Burkle Jr., Fire Marshal, for property located at 125 Oneida Street in the City of Oneida (Tax Map No. 30.71-2-45) is hereby received and placed on file, **and be it further**

RESOLVED, that a Public Hearing be scheduled on Tuesday, April 2, 2024, at 6:30 p.m. in the Common Council Chambers, 109 N. Main Street, Oneida NY 13421 to afford the Common Council the opportunity to issue an order deeming the property to be a "Public Nuisance" and to order corrective action be taken on 125 Oneida Street, Oneida, NY.

Ayes:

Nays:

MOTION CARRIED

CITY OF ONEIDA FIRE DEPARTMENT

DEPARTMENT OF PUBLIC SAFETY
BUREAU OF FIRE

Fire Marshal's Office
Brian B. Burkle Jr., Fire Marshal
Andrew P. Bennett, Assistant Fire Marshal



109 North Main Street
Oneida, New York 13421
TEL: 315-363-1910
FAX: 315-363-3437
bburkle@oneidacity.com
abennett@oneidacity.com

To: City of Oneida Common Council

From: Fire Marshal Brian B. Burkle Jr.

Date: February 28, 2024

Re: Unsafe Buildings

Please take notice that the building situated upon the real property located at 125 Oneida Street in the City of Oneida, Tax Map No. 30.71-2-45 (the "Property") must be repaired or removed.

On September 16, 2023, an Order to Remedy notice was issued and sent via U.S. Certified Mail service, notifying Anthony Barnaba, the property's owner, that the building was in violation of the Code of the City of Oneida, Section 73-7, titled "Growth and maintenance restrictions". The building was also in violation of the 2020 Fire Code of New York State, Section 304.2, titled "Protective treatment" and Section 304.13, titled "Window, skylight and door frames".

On September 28, 2023, the Fire Marshal's Office received an email from Deputy Chief Cowles who advised he received a notification from a citizen about concerns of the building next door to the Owls Club. DC Cowles investigated and made recommendations to the building owner prior to taking any further action.

On October 3, 2023, an Unsafe Structure notice was issued, notifying Anthony Barnaba, the property's owner, that the building was in violation of the 2020 Fire Code of New York State, Section 108.1.1, titled "Unsafe structures and equipment".

On October 4, 2023, the Fire Marshal's Office received an email from Code Enforcement Officer Jay Ackerman who advised he was investigating a verbal complaint about a pile of bricks between Auto Finishers and the Owls Nest. CEO Ackerman advised a portion of the wall had collapsed and that in his opinion, this building is an unsafe structure.

On October 5, 2023, Assistant Fire Marshal Andrew Bennett responded to CEO Ackerman's email advising him that the property's owner was issued an unsafe structure notice on October 3, 2023. At this time, the property's owner was advised to contact the Codes Department for any permitting.

On October 13, 2023, an Order to Remedy notice was re-issued and sent via U.S. Certified Mail service, notifying Anthony Barnaba, the property's owner, that the building was still in violation of the 2020 Fire Code of New York State, Section 304.2, titled "Protective treatment" and Section 304.13, titled "Window, skylight and door frames".

On November 2, 2023, the Fire Marshal's Office received an email containing a copy of the "West wall brick replacement plan" prepared by Zangrilli Engineering on October 31, 2023.

On November 6, 2023, the Fire Marshal's Office forwarded the "West wall brick replacement plan" prepared by Zangrilli Engineering to the Department of Code Enforcement.

On November 7, 2023, the Department of Code Enforcement received a building permit application from Anthony Barnaba.

On November 29, 2023, the Fire Marshal's Office received an email from the Director of Code Enforcement Bob Burnett expressing concerns for 122 Vanderbilt and advised he does not have a completed building permit.

On December 1, 2023, the Oneida Fire Department responded to a building collapse at 125 Oneida Street. An Order to Vacate notice was issued notifying Anthony Barnaba, the property's owner, that the building was in violation of the 2020 Fire Code of New York State, Section 108, titled "Unsafe structures and equipment" and Section 109.1, titled "Imminent danger". At 1000 hours, the building was condemned by Fire Marshal Brian Burkle. A structural engineer was contacted by Anthony Barnaba, the property's owner. Zangrilli Engineering responded and a report was generated evaluating the collapsed wall and surrounding portions of the building. Mr. Zangrilli recommended that the southern portion of the building be razed as soon as possible. The building was ordered to be demolished by FM Burkle.

On December 2, 2023, an updated Unsafe Structure notice was issued, notifying Anthony Barnaba, the property's owner, that the building was in violation of the 2020 Fire Code of New York State, Section 108.1.1, titled "Unsafe structures and equipment". This notice explained the following additional requirements. "A structural engineering report shall be completed for the remaining 3 story tower as well as the west and south walls of the remaining structure. The southeast corner of the roof shall be secured to prevent further deterioration and to protect the building from the elements. The roof shall also be shored to prevent further collapse."

On December 5, 2023, Zangrilli Engineering provided a report on the roof damage from an inspection on December 4, 2023. This report also included the recommendation of removing the "tower" portion of the building. Fire Marshal Burkle also met with the property's owner and the insurance adjuster.

On January 5, 2024, an Emergency Demo letter was drafted and provided to the property's owner.

On February 10, 2024, the Fire Marshal's Office provided an update to the property's owner requesting a notice of intentions to repair and remove the building with an estimate timeline for completion.

Since the building collapse on December 1, 2023, the property's owner has provided several communications updating the Fire Marshal's Office on the status of his building. However, actions have not been taken at this time to repair or remove the building.

Based upon my inspection of the property and my knowledge of the Oneida City Code, the 2020 Fire Code of New York State, and the 2020 Property Maintenance Code of New York State, I have determined that the property is an unsafe condition and is dangerous to the health, safety, and general welfare of the public.

The preceding are violations of the following;

- **2020 NYS Fire Code Section 108.1.1 Unsafe structures.** An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or to the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire; or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, or structurally unsafe; or is of such faulty construction or unstable foundation that partial or complete collapse is possible. A vacant structure that is not secured against unauthorized entry as required by Section 311 of this code shall be deemed unsafe.
- **2020 Fire Code of NYS Section 109.1 Imminent danger.** The occupants shall vacate premises when any of the following exists:
 1. Imminent danger of failure or collapse of a building or structure which endangers life;
 2. A structure where the entire structure, or part of the structure, has fallen and life is endangered by the occupation of the structure;
 3. Actual or potential danger to the building occupants or those in the proximity of any structure because of explosives, explosive fumes or vapors or the presence of toxic fumes, gases or materials; or
 4. Operation of defective or dangerous equipment.
- **Code of the City of Oneida, Chapter 34, Article III "Unsafe Buildings and Collapsed Structures", Section 34-9. Repair or removal by owner required.** The owner or person having any interest in any wall, building, structure or foundation in the City, which for any reason shall have become unsafe, dangerous, unsightly or in any way endangers the health, safety, or welfare of the

public shall, upon being directed thereto by the Common Council, forthwith repair or remove the same.

- **Code of the City of Oneida, Chapter 34, Article III “Unsafe Buildings and Collapsed Structures”, Section 34-10. Determination of status; service of notice upon owner.**
 - A. Whenever any wall, building or other structure has in any manner become unfit for occupancy or shall be unsafe, detrimental or dangerous to the public health, safety or general welfare, upon inspection and report by the office of the Fire Marshal to the Common Council and hearing held thereon as hereinafter set forth, the Common Council may declare the premises a public nuisance and order the owner, or person or persons having an interest therein, to repair or remove the wall, building, structure or foundation and to clear away any and all debris caused thereby and to fill in the excavation to the lot level, requiring the same to be made safe and secure. After having received and placed on file the report from the Fire Marshal's office, the Common Council, if it appears that a nuisance exists, shall hold a hearing thereon and shall serve notice upon the owner, and all others having an interest therein, of the unsafe condition and the times and place of said hearing.
 - B. The service of said notice shall be either by personal service or by certified mail, addressed to the last known address as shown by the records of the City Assessor's office. Said notice shall contain a description of the premises and a clear and concise statement of the particulars in which the building or structure is unsafe or dangerous, shall set forth the date, time and place for a hearing thereon before the Common Council and shall be served at least 10 days prior to said hearing. If such service is by certified mail, a copy of said notice shall also be posted by firmly affixing a copy thereof on said premises.

2020 NYS Property Maintenance Code

- **Section 107.1 General.** If the *authority having jurisdiction* determines, during the inspection or otherwise, that a *premises, building or structure*, or any building system or equipment, in whole or part, constitutes a clear and immediate threat to human life, safety or health, the *authority having jurisdiction* shall exercise its powers in due and proper manner so as to extend to the public protection from the hazards of threat to human life, safety, or health.
- **Section 107.1.1 Unsafe structures.** An unsafe *structure* is one that is found to be dangerous to the life, health, property or safety of the public or the *occupants* of the structure by not providing minimum safeguards to protect or warn *occupants* in the event of fire, or because such *structure* contains unsafe equipment or is so

damaged, decayed, dilapidated, structurally unsafe, or is of such faulty construction or unstable foundation, that partial or complete collapse is possible.

- **302.1 Sanitation.** *Exterior property and premises* shall be maintained in a clean, safe and sanitary condition. The *occupant* shall keep that part of the *exterior property* that such *occupant* occupies or controls in a clean and sanitary condition.
- **302.3 Sidewalks and driveways.** Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.
- **Section 304.1 General.** The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.
- **Section 304.1.1 Unsafe Conditions.** The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *Building Code of New York State* or the *Existing Building Code of New York State* as required for existing buildings:
 1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength.
 2. The *anchorage* of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects.
 3. Structures or components thereof that have reached their limit strength.
 4. Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors, and skylights are not maintained, weather resistant or water tight.
 5. Structural members that have evidence of *deterioration* or that are not capable of safely supporting all nominal loads and load effects.
 6. Foundation systems that not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly *anchored* or are not capable of supporting all nominal loads and load effects.
 7. Exterior walls that are not *anchored* to supporting and supported elements or are not plumb and free of holes, cracks or breaks and loose or rotting materials, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects.
 8. Roofing or roofing components that have defects that emit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of *deterioration*, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects.
 9. Flooring and flooring components with defects that effect serviceability or flooring components that show signs of *deterioration* or fatigue, are not

properly *anchored* or are incapable of supporting all nominal loads and resisting all load effects.

- **Section 304.4 Structural members.** Structural members shall be maintained free from *deterioration*, and shall be capable of safely supporting the imposed dead and live loads.
- **Section 304.6 Exterior walls.** Exterior walls should be free from holes, breaks, and loose or rotting materials; and maintained waterproof and properly surface coated where required to prevent *deterioration*.
- **Section 304.7 Roofs and drainage.** The roof and flashing shall be sound, tight and not have defects that emit rain. Roof drainage shall be adequate to prevent dampness or *deterioration* in the walls or interior portion of the structure. Roof drains, gutters, and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.
- **304.11 Chimneys and towers.** Chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. Exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.
- **Section 308.1 Accumulation of rubbish and garbage.** *Exterior property* and *premises*, and the interior of every structure, shall be free from any accumulation of *rubbish* or garbage.

In light of the foregoing, I hereby request that the Common Council hold a hearing pursuant to Section 34-10 of the Oneida City Code to determine and declare that the Property is a public nuisance, and to order the repair to or removal of the remaining building as well as the removal of the debris from the demolition of the south part of the building.

3. APPROVE BID-NEPTUNE WATER METERS

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

RESOLVED, to approve the lowest bid meeting specifications for Neptune Water Meters to TI Sales, Inc. 36 Hudson Road, Sudbury, MA 01776 as the apparent low bidder.

Ayes:

Nays:

MOTION CARRIED

CITY OF ONEIDA

LEE ANN WELLS
City Comptroller

JESSICA KAISER
Deputy City Comptroller



109 North Main Street
Oneida, New York 13421
Tel.: 315-363-2022
Fax: 315-363-9558
Email: lwells@oneidacityny.gov

OFFICE OF THE COMPTROLLER

**Neptune Water Meters
February 22, 2024 11:30 am**

BIDDER

AMOUNT

SECURITY

TI Sales, Inc.
36 Hudson Rd
Sudbury, MA 01776

\$59,367.00

Bid Bond

Apparent low bidder: TI Sales, Inc.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Lee Ann Wells".

Lee Ann Wells
Comptroller/Purchasing Agent

4. APPROVE BID-SENSUS WATER METERS

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

RESOLVED, to approve the lowest bid meeting specifications for Sensus Water Meters to Core and Main, 2220 State Route 5, Utica, NY 13502 as the apparent low bidder.

Ayes:

Nays:

MOTION CARRIED

CITY OF ONEIDA

LEE ANN WELLS
City Comptroller

JESSICA KAISER
Deputy City Comptroller



109 North Main Street
Oneida, New York 13421
Tel.: 315-363-2022
Fax: 315-363-9558
Email: lwells@oneidacityny.gov

OFFICE OF THE COMPTROLLER

**Sensus Water Meters
February 22, 2024 11:15 am**

BIDDER

AMOUNT

SECURITY

Core and Main
2220 State Route 5
Utica, NY 13502

\$63,988.86

Bid Bond

Apparent low bidder: Core and Main

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Lee Ann Wells".

Lee Ann Wells
Comptroller/Purchasing Agent

5. DESIGNATION-RECORDS MANAGEMENT

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

RESOLVED, to approve the City Manager as the designated person to hear appeals regarding denial of access to records under the Freedom of Information Law, as per Chapter 129, Article 1, Section 129-7 of the Oneida City Code.

Ayes:

Nays:

MOTION CARRIED

City of Oneida, NY
Thursday, February 22, 2024

Chapter 129. Records

Article I. Public Access to Records

§ 129-7. Denial of access to records; appeals.

- A. The Common Council shall hear appeals or shall designate a person or body to hear appeals regarding denial of access to records under the Freedom of Information Law.
- B. Denial of access shall be in writing stating the reason therefor and advising the person denied access of his or her right to appeal to the person or body established to hear appeals, and that person or body shall be identified by name, title, business address and business telephone number. The Records Access Officer shall not be the Appeals Officer.
- C. If the Common Council fails to respond to a request within five business days of receipt of a request as required in § 129-5 of this article, such failure shall be deemed a denial of access by the agency.
- D. Any person denied access to records may appeal within 30 days of a denial.
- E. The time for deciding an appeal by the Common Council or the person or body designated to hear appeals shall commence upon receipt of written appeal identifying:
 - (1) The date and location of a request for records;
 - (2) The records that were denied; and
 - (3) The name and return address of the appellant.
- F. The Common Council shall transmit to the Committee on Open Government copies of all appeals upon receipt of an appeal. Such copies shall be addressed to:

Committee on Open Government

Department of State

162 Washington Avenue

Albany, New York 12231

- G. The Common Council or the person or body designated to hear appeals shall inform the appellant and the Committee on Open Government of its determination, in writing, within seven business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth in Subsection **F** of this section.
- H. A final denial of access to a requested record, as provided for in Subsection **G** of this section, shall be subject to court review, as provided for in Article 78 of the Civil Practice Law and Rules.

6. BUDGET TRANSFERS/AMENDMENTS

RESOLUTION 24-

Moved by Councilor
 Seconded by Councilor

	<u>To</u>	<u>From</u>
2024 Budget Adjustments		
\$ 7,500.00	030.3410.0402.0000 ARPA-Fire Equipment Repair	030.3410.0404.0000 ARPA-Fire Paging System Repair
<i>To re-allocate funds for repairs needed to the Fire Rescue vehicle</i>		
\$ 1,500.00	001.8020.0403.0000 Planning Contracts	001.0001.0912.0000 General Fund Balance
<i>To allocate funds for the appraisal contract approved on 2/6/24 resolution #24-25</i>		
\$ 3,000.00	001.7140.0409.0000 Rec Equip Repair	001.0001.0912.0000 General Fund Balance
<i>To allocate funds for the repair of a tractor</i>		
8,580.00	001.9950.0900.0000 General Transfer to Capital	001.0001.0912.0000 General Fund Balance
5,445.00	002.9950.0900.0000 Water Transfer to Capital	002.0002.0912.0000 Water Fund Balance
2,475.00	003.9901.0900.0000 Sewer Transfer to Capital	003.0003.0912.0000 Sewer Fund Balance
<i>To allocate funds to cover B&L contract for DPW Relocaton design</i>		

Ayes:

Nays:

MOTION CARRIED

7. CAPITAL PROJECT 23-4 FLEET FUEL TANK REPLACEMENTS

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

RESOLVED, to authorize the City Engineer to proceed with Capital Project 23-4 Fleet Fuel Tank Replacements and expend funds for monthly rental of fuel tank up to the budgeted amount of \$5,000 for said Capital Project, **and be it further**

RERSOLVED, that the City Manager is hereby authorized to sign any/all documents related to Fleet Fuel Tank Replacements.

Ayes:

Nays:

MOTION CARRIED

CITY OF ONEIDA

Capital Project Estimate-2024

Capital Project# 23-4

Department: Department of Public Works – General Water/Sewer/Fund

Project Title: Fleet Fueling Tank Replacements

Project Location: Central Garage

Purpose of Project: Replace aged 27 year old fuel tanks for fleet fueling system that has exceeded useful service life and has required frequent repairs with new 2000 gallon (diesel) double wall tank and 3000 gallon (gasoline) double wall tank. Existing card reader system and dispensers to remain.

Anticipated Completion: Fall 2024

Total Project Cost: \$100,000

Funding Source

Fund Balance: Water Fund \$15,000 / Sewer Fund \$5,000

Serial Bond: General Fund \$80,000

State/Federal Aid:

Grant:

8. **CAPITAL PROJECT 23-3 HIGINBOTHAM BROOK CULVERT REPLACEMENT CONSTRUCTION PHASE**

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

RESOLVED, to authorize the City Engineer to proceed with Capital Project 23-3 Higinbotham Brook Culvert Replacement and expend funds for Supplemental Engineering Services up to the budgeted amount of \$121,500 for said Capital Project, **and be it further**

RESOLVED, that the City Manager is hereby authorized to sign any/all documents related to Capital Project 23-3 Higinbotham Brook Culvert Replacement Construction Phase.

Ayes:

Nays:

MOTION CARRIED

CITY OF ONEIDA

Capital Project Estimate-2024

Capital Project# 23-3

Department: *Department of Public Works – General Fund*

Project Title: Higinbotham Brook Culvert - Construction Phase

Project Location: Main Street to Elizabeth Street

Purpose of Project: Construction of multi-phase project for rehabilitation/replacement of deteriorated culvert that has outlived its useful service life. Construction costs for Phase 1 are estimated at \$950,000.

Anticipated Completion: Fall 2024

Total Project Cost: \$950,000

Funding Source

Fund Balance:

Serial Bond: \$950,000

State/Federal Aid:

Grant:



February 16, 2024

Jeff Rowe, P.E., City Engineer
City of Oneida
109 N. Main Street
Oneida, New York 13421

Re: Higinbotham Brook Culvert Replacement
Subj: Proposal for Supplemental Engineering Services
File: 288.035.001

Dear Jeff:

We have prepared this proposal amendment for final design services plus the construction administration/inspection for the above-referenced Culvert Replacement project.

Attached, as Schedule A, is the executive summary of amended fees for design (\$42,616.50) and the Scope of Services and proposed fee (\$78,700) for the CA/CI services for the project. Upon your acceptance of the above-referenced fees, we would bill the design for the work previously completed on a lump sum basis in accordance with the original agreement and would bill the CA/CI on a Time and Material plus expense basis. This phase would be billed on a monthly basis through the construction duration.

Should this proposal amendment meet with your approval, you may consider this an Agreement. We have provided space below for signature by the City.

Please call should you have any questions regarding this.

Sincerely,
BARTON & LOGUIDICE, D.P.C.

Matthew J. Schooley, P.E.
Principal

MJS/tlh
Attachment

Authorization

Barton & Loguidice, D.P.C. is hereby authorized by the City of Oneida to proceed with the services described herein in accordance with the Terms and Conditions proposed herein.

City of Oneida

Date





**Schedule A
EXECUTIVE SUMMARY**

**SUPPLEMENTAL DESIGN
SCOPE OF SERVICES**

The original scope was developed based on a previously study completed by Kienfelder and a subsequent site visit by B&L to rehabilitate the existing culvert utilizing a slipline approach avoiding conflict with utilities, work zone traffic control (WZTC) and avoiding any need for ROW incidentals and acquisitions. Upon completion of the Hydraulic Analysis it was determined that due to the existing culvert varying geometry and the utility penetration through the culvert that the previous sliplining recommendations should be abandoned and full replacement should be chosen as the preferred option for this site.

As a follow-up to our meeting on Tuesday, the following is a breakdown of the out-of-scope work for the replacement of the Higinbotham Culvert project. The three major areas effected by the switch from sliplining to full replacement include:

- Utilities
- Work Zone Traffic Control
- ROW
- Additional Final Design to detail the replacement option (Est. 10 extra drawings)

The breakdown of staff hours to complete the out-of-scope task mentioned above are as follows:

Utility Coordination/Design – Principal	- 5 hrs @	\$285/hr = \$1,425
Project Manager	- 40 hrs @	\$195/hr = \$7,800
Project Engineer	- 155 hrs @	\$130/hr = \$20,150
Drafter	- <u>6 hrs @</u>	<u>\$128/hr = \$ 768</u>
Subtotal		\$30,143
WZTC		
Principal	- 1.5 hrs @	\$285/hr = \$ 427.50
Project Manager	- 5 hrs @	\$195/hr = \$ 975.00
Project Engineer	- 20 hrs @	\$130/hr = \$2,600.00
Drafter	- <u>8.25 hrs @</u>	<u>\$130/hr = \$2,600.00</u>
Subtotal		\$5,058.50
ROW		
Principal	.5 hrs @	\$285/hr = \$ 142.50
Project Manager	- 4.5 hrs @	\$195/hr = \$ 877.50
Surveyor (PJO)	-	<u>\$4,100.00</u>
Subtotal		\$5,120.00



Final Design	Principal	3 hrs @ \$285/hr = \$ 855.00
	Project Manager -	12 hrs @ \$195/hr = \$2,340.00
	Project Engineer -	50 hrs @ \$130/hr = \$6,500.00
	Drafter -	20 hrs @ \$130/hr = <u>\$2,600.00</u>
	Subtotal	\$12,295.00

Total cost of Out-Of-Scope work = **\$52,616.50**

The overall cost for the out- of- scope design work above is estimated at \$52,616.50. However, 10,000 of that cost has been offset by underruns on subconsultant fees (Survey) and the DNS cost so the actual project overage to date is \$42,616.50. The attached fee breakdown replenishes the design task hours identified above as well as establishing the supplemental hours for the upcoming construction administration and inspection effort. We have estimated the CA/CI fee based on the contractors proposed schedule which includes 2 months of field work plus CM oversight @ 4/hr a week. The estimated fee for the CA/CI is \$78,700 (See attached breakdown) compared to the last draft sent @ \$106,400. The difference being the previous estimate was based on a three-month construction duration.

SCOPE OF SERVICES

CONSTRUCTION PHASE SERVICES

Higinbotham Brook Culvert Replacement Phase 1

City of Oneida

Madison County

October 2023

Project Description & Location:

Phase 1 of the Higinbotham Brook Culvert Replacement project located across and adjacent to Elizabeth Street.

Section 8 - Construction Support

8.01 Construction Support

The **Consultant** will provide design response to unanticipated or changed field conditions, analyze and participate in proposed design changes, and interpret design plans.

Work under this section will always be in response to a specific assignment from the **Municipality** under one of the tasks below:

- In response to unanticipated and/or varying field conditions or changes in construction procedures, the **Consultant** will conduct on-site field reconnaissance and, where required, prepare Field Change Sheets modifying pertinent contract plan sheets.
- The **Consultant** will analyze and make recommendations on the implementation of changes proposed by the **Municipality** or the construction contractor. This includes the Traffic Control Plan.
- The **Consultant** will interpret and clarify design concepts, plans and specifications.
- The **Consultant** will review and approve structural shop drawings for construction.

In addition to the provisions set forth in this scope of services, the NYSDOT Standard Specifications will be used as the basis to administer the inspection and oversight for this project.

Not reimbursable under this Section are:

- Corrections of design errors and omissions.
- Straightforward interpretations of plans and designer intentions.

Section 9 - Construction Inspection

9.01 Equipment

No field office will be provided for this project. The **Consultant** will use City office space as required.

The **Consultant** will furnish office, field and field laboratory supplies and equipment required to properly perform the inspection services listed below.

9.02 Inspection

The **Consultant** must provide, to the satisfaction of the **Municipality**, contract administration and construction inspection services from such time as directed to proceed until the completion of the final agreement and issuance of final payment for the contract. The **Consultant** must assume responsibility, as appropriate, for the administration of the contract including maintaining complete project records, processing payments, performing detailed inspection work and on-site review of all materials and items of work incorporated into the contract consistent with the specifications and plans applicable to the project. **Full-time inspection will be provided by a Resident Engineer.**

9.03 Municipal Project Engineer

The **Municipality** will assign a Project Engineer to the contract covered by this agreement. This Project Engineer will be the **Municipal's** official representative on the contract and the **Consultant** must report to and be directly responsible to said Project Engineer.

9.04 Ethics

Prior to the start of work, the **Consultant** will submit to the **Municipality** a statement regarding conflicts of interest.

9.05 Health and Safety Requirements

The **Consultant** must provide all necessary health and safety related training, supervision, equipment and programs for their inspection staff assigned to the project.

9.06 Staff Qualifications and Training

The **Consultant** must provide sufficient trained personnel to adequately and competently perform the requirements of this agreement. The experience of all field staff shall be in accordance (equivalent) with the definitions of NICET Certification. The **Consultant** shall make available to all field personnel the necessary safety and performance equipment needed to complete the oversight of the construction inspection.

9.07 Scope of Services/Performance Requirements

- Quality

The **Consultant** will enforce the specifications and identify in a timely manner to the **Municipality** local conditions, methods of construction, errors on the plans or defects in the work or materials which would conflict with the quality of work, and conflict with the successful completion of the project.

- Record Keeping & Payments to the Contractor

All records will be kept in accordance with the requirements of the **Municipality**. The **Consultant** must take all measurements and collect all other pertinent information necessary to prepare daily inspection reports (as appropriate for the work that is being completed), monthly and final estimates, survey notes, record plans showing all changes from contract plans, photographs of various phases of construction, and other pertinent data, records and reports for proper completion of records of the contract to ensure that the Contractor complies with the Contract Plans and Specifications.

Any record plans, engineering data, survey notes or other data provided by the **Municipality** should be returned to the **Municipality** at the completion of the contract. Original tracings of record plans, maps, engineering data, the final estimate and any other engineering data produced by the **Consultant** will bear the endorsement of the **Consultant**. Any documents that require an appropriate review and approval of a Professional Engineer (P.E.) licensed and registered to practice in New York State must be signed by the P.E.

Unless otherwise modified by this agreement, the **Consultant** will check, and when acceptable, approve all structural shop drawings.

The **Consultant** must submit the final estimate of the contract to the **Municipality** within four (4) weeks after the date of acceptance of the contract. All project records must be cataloged, indexed, packaged, and delivered to the **Municipality** within five (5) weeks after the date of the acceptance of the contract.

- Health & Safety/Maintenance and Protection of Traffic

1. The **Consultant** must ensure that all inspection staff assigned to the project are knowledgeable concerning the health and safety requirements of the contract per **Municipality** policy, procedures and specifications and adhere to all standards. Individual inspectors must be instructed relative to the safety concerns for construction operations they are assigned to inspect to protect their personal safety, and to ensure they are prepared to recognize and address any contractor oversight or disregard of project safety requirements.
2. The **Consultant** is responsible for monitoring the Contractor's and Subcontractor's efforts to maintain traffic and protect the public from damage to person and property within the limits of, and for the duration of the contract.

Section 10 – Estimating & Technical Assumptions

10.01 Estimating Assumptions (Barton & Loguidice, D.P.C.)

Section 8 Estimate four requests will be made during the construction phase of the projects that require effort.

		Estimated Staffing Hours				
		(PR)	(SME)	(EII)	(SCM)	(RE)
8.01	Construction Support					
	• Assume 3.0 days for Engineer Time for shop drawing review		8	24		
	• Assume attendance @ 1 Preconstruction Conference		4		8	4
	• Varying field conditions/changes	4	16			
	Total for Section 8:	4	28	24	8	4

Section 9 Estimate construction will begin in June 2024 and will be completed in August 2024.

		Estimated Staffing Hours				
		(PR)	(SME)	(EII)	(SCM)	(RE)
9.01	Equipment (hours incorporated in other tasks)					
9.02	Inspection (see staffing table)					
9.03	Municipal Construction Manager Reporting weekly progress by Telephone				8	
9.04	Ethics (hours incorporated in other tasks)					
9.05	Health & Safety Requirements Assume initial staff meeting at office (hours incorporated in other tasks)					
9.06	Staff qualifications/training (hours incorporated in other tasks)					
		Estimated Staffing Hours				
		(PR)	(SME)	(EII)	(SCM)	(SET)
9.07	Scope of Services/Performance Requirements					
	• Quality	2				
	• Progress Payments/Record keeping Assume 1 payment/month (3 months)	2	6			
	• As-Built Plans		2			8
	• Level 1 load rating		2	4		
	Total for Sections 9.01 & 9.07:	4	10	4	8	8

Note: Refer to staffing table for miscellaneous hours required for support staff.

Exhibit A
Fee - Salary Schedule

Higinbotham Brook Culvert Replacement - Phase 1

JOB TITLE	ASCE (A) OR NICET (N) GRADE	AVERAGE	MAXIMUM	OVERTIME CATEGORY
		HOURLY RATES	HOURLY RATES	
		2023	2023	
Principal	IX (A)	\$96.00	\$96.00	A
Senior Vice President	IX (A)	\$96.00	\$96.00	A
Associate	VIII (A)	\$66.29	\$71.00	A
Senior Managing Engineer	VII (A)	\$62.33	\$69.00	B
Managing Engineer	VI (A)	\$53.56	\$55.60	B
Senior Project Manager	VII (A)	\$62.81	\$75.00	B
Project Engineer	IV (A)	\$43.81	\$49.00	B
Senior Staff Engineer	IV (A)	\$45.25	\$50.00	B
Engineer II	II (A)	\$37.97	\$41.00	B
Engineer I	I (A)	\$34.69	\$36.00	B
Staff Environmental Scientist	IV (A)	\$31.00	\$31.00	B
Senior Construction Manager	V (A)	\$55.00	\$55.00	B
Resident Engineer	IV (N)	\$50.00	\$50.00	C
Senior Engineering Technician	IV (N)	\$42.70	\$43.00	C
Engineering Technician	I (N)	\$31.03	\$34.50	C
Engineering Aide	I (N)	\$34.50	\$34.50	C
Sr. Group Technical Assistant	NA	\$28.24	\$31.70	C

NOTES:

OVERTIME POLICY

- Category A - No overtime compensation
- Category B - Overtime compensated at straight time rate
- Category C - Overtime compensated at straight time rate x 1.50

Overtime applies to hours worked in excess of the normal working hours of 40 hours per week.

Exhibit C

Fee - Estimate of Direct Non-Salary Cost

Higlnbotham Brook Culvert Replacement - Phase 1

Construction Inspection & Administration

1. Travel, Lodging and Subsistence

Trips to	trips	miles per				
Site (SCM)	5	60	miles/trip	300		
Site (RE)	50	60	miles/trip	3000		
Miscellaneous				0		
		Total Mileage		3300	@	\$0.665 \$2,194.50

TOTAL TRAVEL, LODGING, & SUBSISTENCE \$2,195

2. Reproduction, Drawings & Report

	each	sheets/set	sets	
Reports				
Daily Inspection	0.05	50	1	\$2.50
Miscellaneous	0.05	500	1	25.00
Plans/Cross-Sections				
As-Built Drawings	1.00	24	2	48.00

TOTAL DRAWING, REPORT, REPRODUCTION \$76

3. Mail, Postage & Shipping \$100

4. Appia License 0 years @ \$ 1,900 /year @ 1 ea. \$0

TOTAL DIRECT NON - SALARY COST \$2,370

Exhibit D
Fee - Summary

Higinbotham Brook Culvert Replacement - Phase 1

	<u>CA/CI</u> <u>TOTAL</u>
Item IA, Direct Technical Salaries (estimated) subject to audit	\$ 7,944.02 office
	\$ 20,800.00 field
Item IB, Direct Technical Salaries Premium Portion of overtime subject to audit (estimated)	\$ 800.00
Item II, Direct Non-Salary Cost (estimated) subject to audit	\$ 2,370.00
Item II Direct Non-Salary Cost (estimated) subject to audit (Sub-Contractor Cost)	\$ -
Item III, Overhead (estimated) subject to audit	
office rate 1.72 %	\$ 13,663.71
field rate 1.26 %	\$ 26,208.00
Item IV, Fixed Fee (negotiated)	\$ 6,900.00
TOTAL ESTIMATED PROJECT COST	\$ 78,685.73
Maximum Amount Payable	\$ 78,700.00

9. CAPITAL PROJECT 20-6 GLENMORE DAM REHABILITATION CONSTRUCTION PHASE

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

RESOLVED, to authorize the City Engineer to proceed with Capital Project 20-6 Glenmore Dam Rehabilitation and expend funds for Amendment to Engineering Services up to the budgeted amount of \$208,500 for said Capital Project, **and be it further**

RESOLVED, that the City Manager is hereby authorized to sign any/all documents related to Capital Project 20-6 Glenmore Dam Rehabilitation Construction Phase.

Ayes:

Nays:

MOTION CARRIED

CITY OF ONEIDA

Capital Project Estimate-2024

Capital Project# 20-6 Revision

Department: *Department of Public Works – Water Fund*

Project Title: Glenmore Dam Rehabilitation

Project Location: Glenmore Dam - WTP

Purpose of Project: To restore hydraulic capacity of Glenmore Reservoir and to conduct critical repairs to existing deteriorated dam components. Total Project Cost reflects revised construction cost.

Anticipated Completion: Fall 2024

Total Revised Project Cost: \$13,940,000

Funding Source

Fund Balance:

Serial Bond: Additional \$5,940,000

State/Federal Aid:

Grant:



WATER

Jeffrey A. Rowe, PE
City Engineer
City of Oneida Dept. of Engineering and Public Works
109 North Main Street
PO Box 550
Oneida, NY 13421

Re: Glenmore Dam Improvements – Request for Amendment

File: 0216/41376; CRM ID #98564

Dear Jeff:

Date February 14, 2024

Please consider this correspondence to serve as a formal request for amendment to the Engineering Services Agreement between the City of Oneida and O'Brien & Gere Engineers, Inc. (now Ramboll Americas Engineering Solutions, Inc. or "Ramboll"), in connection with the referenced project.

The basis of amendment and scope of additional services are described in detail below.

Ramboll
333 West Washington Street
Syracuse, NY 13202
USA

Background

As you know, the current scope of services and budget for engineering services were last updated by Amendment No. 4 to the Engineering Services Agreement between the City and Ramboll, which was prepared in early 2020 and executed on May 20, 2020. At that time, NYSDEC permits (Dam Safety, Water Withdrawal, Freshwater Wetlands, Excavation and Fill in Navigable Waters, and Stream Disturbance) had been received – dated March 7, 2019. The City and Ramboll had fundamental concerns with several of the permit conditions, however, and were working with the NYSDEC to negotiate mutually acceptable revisions to the permits. At the time Amendment No. 4 was prepared, Ramboll and the City assumed that the concerns could be resolved relatively expeditiously and that revised NYSDEC permits – as well as the subsequent USACE permit – would be obtained by June 2020, and that the project would be bid in fall 2020 and constructed in 2021.

For various reasons beyond Ramboll's control, permits were further delayed and were received approximately three years later than anticipated. Following additional negotiation and coordination, "modified" permits were issued by NYSDEC on July 21, 2023. We are still awaiting the USACE permit; we anticipate that it will be issued in the near future and without the need for significant additional coordination.

T 315-956-6100
F 315-463-7554
www.ramboll.com

Contract drawings and specifications/project manual ("semi-final", approx. 90% complete) were published on March 27, 2020; minor comments have been provided by the City. Revisions are needed to address changes to the conservation release configuration resulting from negotiations with the NYSDEC, incorporate appropriate permit requirements, and incorporate miscellaneous updates to details, specifications and administrative provisions.

Proposed Amendment

Additional services can be generally summarized as follows:

- **Prepare WIIA grant funding applications (Task 7)** – As discussed in advance, Ramboll has prepared and submitted applications on behalf of the City for New York State Water Infrastructure Improvement Act (WIIA) grant funding for the project. Applications were submitted in September 2022 and August 2023. A third application will be submitted circa March 2024, with plans to request and include letters of support from local and state politicians and municipal leaders. Preparation of these funding applications was not previously anticipated and therefore was not included in the original scope of services. While there is no guarantee that grant funding will be received, the City and Ramboll agree that a further submission is appropriate and worthwhile.
- **Design completion (Task 7)** – The drawings and specifications/project manual will be finalized to address City review comments, incorporate NYSDEC and USACE permit requirements, revise conservation release piping design, coordinate bid item descriptions and estimated quantities, and incorporate final details. In addition, a site visit will be performed to inspect and assess current conditions of the dam, obtain updated photographic documentation (including drone footage), and allow rehabilitation requirements and drawing details to be updated accordingly – it has been over 10 years since the previous inspection was performed. Ramboll will also coordinate with the Town of Annsville code enforcement office and County or New York State Department of Health and submit the contract documents for review and approval.
- **Additional coordination in connection with NYSDEC and USACE permits (Task 8)** – As indicated above, additional meetings, coordination and correspondence were required to negotiate City concerns and obtain the revised ("modified") permits that were ultimately issued on July 21, 2023. These efforts were above and beyond those reflected in Amendment No. 4 and included the following:
 - Coordination meeting with City (8/25/2020)
 - Preparation of letter/information package to NYSDEC (6/28/2021)
 - Coordination meeting with City (9/7/2021)
 - Email correspondence to NYSDEC (12/10/2021)
 - Coordination meeting with City (1/5/2022)
 - Coordination meeting with City (5/9/2022)
 - Email correspondence to NYSDEC (7/15/2022)
 - Email correspondence to NYSDEC (8/16/2022)
 - Coordination meeting with City (4/14/2023)
 - Review and comment on draft permit revisions (3/2023 thru 6/2023)
 - Review of final modified permits (7/2023)
 - Email and telephone correspondence with USACE (8/2023 to date)

- **Design Florence Creek public fishing access (Task 8)** – The final NYSDEC permits include requirements for stream mitigation, including construction of a public fishing access on Florence Creek downstream of Glenmore Dam (ref. Natural Resource Permit Condition #16). While design of this fishing access was specifically excluded from the previous scope of services, the City asked Ramboll to evaluate alternatives and prepare this design to support permit negotiations with the NYSDEC. Ramboll prepared design and published drawings in early 2021, which were included in the letter to NYSDEC dated June 28, 2021. We anticipate that relatively minor revisions may be needed to finalize these drawings to facilitate construction of this fishing access. Based on previous discussions, we understand that construction of the fishing access will be performed directly by City DPW forces.
- **Review/assist City with conservation easements (Task 8)** – The final NYSDEC permits also include the requirement to establish conservation easements on City-owned property adjacent to Glenmore Reservoir (ref. Natural Resource Permit Condition #16), as part of the City’s stream mitigation plan. This amendment includes an allowance to assist the City with preparation of these easement(s); we assume that the City attorney will take the lead on preparing and filing these documents.
- **Prepare Stream Mitigation Completion Report (Task 8)** – The final NYSDEC permits also include the requirement to prepare a “Stream Mitigation Completion Report” to document completion of stream mitigation plan measures (ref. Natural Resource Permit Condition #17). Ramboll will prepare this documentation, coordinate with the City, and submit to the NYSDEC to address this permit condition.
- **Bidding Assistance (Task 9)** – The scope of services to be performed under this task is defined in Amendment No. 4, and no changes are anticipated or reflected herein. This Amendment No. 5 reflects an increase to the fee for this task, to account for cost escalation due to project delay (approximately 3-1/2 years) attributable to permitting issues.
- **Construction Phase Engineering (Task 10)** – The scope of services to be performed under this task is defined in Amendment No. 4, and no changes are anticipated or reflected herein. This Amendment No. 5 reflects an increase to the fee for this task, to account for cost escalation due to project delay (approximately 3-1/2 years) attributable to permitting issues.
- **Construction Observation (Task 11)** – The scope of services to be performed under this task is defined in Amendment No. 4, and no changes are anticipated or reflected herein. This Amendment No. 5 reflects an increase to the fee for this task, to account for cost escalation due to project delay (approximately 3-1/2 years) attributable to permitting issues.

In accordance with Amendment No. 4, the current budget for this task reflects 1,936 hours of RPR services, which is based on 44 hours/week during a 44-week period of active construction.

Clarifications and Assumptions

Our proposal reflects the following clarifications and assumptions:

1. We assume that the Florence Creek public fishing access will be constructed by City DPW forces, based on the drawings prepared by Ramboll dated June 2, 2021; relatively minor revisions are anticipated to address potential City comments. No property or topographic survey is required. No

public bidding will be required and no significant construction phase services will be required of Ramboll.

2. Re-delineation of wetlands is not included. As you know, a formal delineation of wetlands and aquatic resources was performed in 2011 and summarized in a report that was submitted to the USACE as part of a Joint Application for Permit (JAP) requesting authorization to impact these resources. The JAP package also included a request for a Jurisdictional Determination (JD) from the USACE that would verify the field-delineated resource boundaries. To date, the USACE has not issued a JD. The results of field delineations and the associated JDs from the USACE are generally valid for a period of 5 years, at which time the boundaries must be re-delineated and a new JD applied for. Since the delineation for this project is now 12 years old, the USACE could require a field re-delineation of the resources within the proposed impact area. If the USACE insists that a re-delineation be performed, results would be summarized in a report and submitted to the USACE as a supplement to the existing JAP, thereby renewing the City's request for a JD.
3. Preparation of a compensatory wetland mitigation plan will not be required and is not included.
4. The project proceeds generally in accordance with the schedule outlined below, and construction is completed by December 31, 2025.

We welcome the opportunity to review any of these clarifications and assumptions with the City.

Fee and Terms

Ramboll will perform the services described in this proposal on an hourly basis for a not-to-exceed budget amount of **\$ 208,500**. This budget is based on the level of effort reflected in the attached tabulation of estimated labor hours and fees. A summary by task is provided below.

Task	Current Authorization	Amendment	Amended Authorization
7 - Design	\$ 332,230	\$ 66,000	\$ 398,230
8 - Dam Permitting Assistance	134,840	37,700	172,540
9 - Bidding Assistance	14,100	2,800	16,900
10 - Construction Phase Engineering	239,300	47,900	287,200
11 - Construction Observation	270,500	54,100	324,600
Totals	\$ 990,970	\$ 208,500	\$ 1,199,470

Invoices will be prepared monthly, calculated on the basis of salary cost times a multiplier of 2.3 for office personnel and 2.0 for construction field personnel, plus reimbursable expenses at cost plus five percent and subcontracted technical services at cost plus ten percent, consistent with our current Agreement.

Schedule

We anticipate completing these tasks in accordance with the following schedule:

Milestone or Deliverable	Target Date
Obtain USACE permit (assumed)	Mar 2024

Milestone or Deliverable	Target Date
Conduct site visit (date weather dependent)	Mar 2024
Submit applications for NYSDOH approval and building permit (Town of Annsville)	Mar 29, 2024
Publish final contract documents	Jun 13, 2024
Submit WIIA grant funding application to NYSEFC	Jun 14, 2024
Advertise for bids	Jun 14, 2024
Receive bids	Jul 25, 2024
City awards contract (council meeting)	Aug 06, 2024
Construction contract executed	Aug 2024
Issue notice to proceed with construction	Sep 2024
Construction complete	Oct 2025

If this amendment is acceptable, please countersign and return a copy of the amendment to signify acceptance and serve as authorization for Ramboll to proceed.

We appreciate the opportunity to continue to provide engineering services to the City and look forward to completing this important project. Should you have any questions regarding this request for amendment, please do not hesitate to contact me.

Yours sincerely,

**RAMBOLL AMERICAS ENGINEERING
SOLUTIONS, INC**



Stephen D. Delano, PE
SR. PROJECT MANAGER
WATER

D 315-956-6287
steve.delano@ramboll.com

Amendment accepted,

CITY OF ONEIDA

Douglas Selby
CITY MANAGER

Date

Attachments

- Tabulation of Estimated Labor Hours and Fees

cc: Mr. John Monaghan, City of Oneida
Mr. Robert R. Bowers, Ramboll

ESTIMATED LABOR HOURS AND FEES

PROFESSIONAL ENGINEERING SERVICES
 GLENMORE DAM IMPROVEMENTS - ADDITIONAL SERVICES (AMENDMENT NO. 5)
 CITY OF ONEIDA, NEW YORK

Task/Description	PROFESSIONAL ENGINEERING SERVICES									Total Hours	Labor Cost	Expenses	Subcontract Cost	Total Cost	Task Subtotal
	Level IV Officer	Level III.2 Manager 2	Level III.1 Manager 1	Level II.3 Engineer 3 Scientist 3 Architect 3	Level II.2 Engineer 2 Scientist 2 Architect 2	Level II.1 Engineer 1 Scientist 1 Architect 1	Level 1.3 Technician 3 Assistant 3	Level 1.2 Technician 2 Assistant 2	Level 1.1 Technician 1 Assistant 1						
Task 4 - Design															
Prepare With grant funding applications (x3)			24		16					40	\$ 8,600			\$ 8,600	
Design completion	12	32	40	100	100		80			364	\$ 56,900	\$ 500		\$ 57,400	
Task 8 - Dam Foundation Investigation															
Additional coordination re: NYSDC and USACE permits			40		40					80	\$ 16,800	\$ 200		\$ 17,000	
Design Florence Creek public fishing access			8		20		24			52	\$ 7,600	\$ 200		\$ 7,800	
Review/assist City with conservation easements			4		12					16	\$ 3,100			\$ 3,100	
Prepare stream mitigation completion report			8		32		16			56	\$ 9,660	\$ 400		\$ 9,860	
Task 9 - Modeling Assessment															
Escalation due to project delay											\$ 2,800			\$ 2,800	
Task 19 - Construction Phase Estimation															
Escalation due to project delay											\$ 47,900			\$ 47,900	
Task 21 - Construction Observation															
Escalation due to project delay											\$ 54,100			\$ 54,100	
TOTALS	12	116	40	250	100	24	56	0	0	608	\$ 207,200	\$ 1,800	\$ -	\$ 209,000	\$ 209,000

10. ANNUAL SUPPORT SUBSCRIPTION-POLICE DEPARTMENT

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

RESOLVED, to authorize the City Manager to sign the annual support subscription with PMI Document Solutions, Inc., PO Box 263, Apalachin, NY 13732 for the Docuware Annual Premium Support Fee-Coverage Period: April 1, 2024 – March 31, 2025, for the Police Department.

Ayes:

Nays:

MOTION CARRIED

Sales Quote



PMI Document Solutions, Inc.
 PO Box 263
 Apalachin, NY 13732

Company: Oneida Police Department
Attention: Melissa Luck
Address: 109 N. Main St.
Address:
City, State & Zip: Oneida, NY 13421

Phone #: 607-798-7115 x-16
E-Mail: iwelch@pmi-ny.com

Date	Phone	Fax	E-Mail
February 28, 2024	315-363-9111		mluck@oneidacityny.gov

Item #	Description	Qty.	Unit Price	Extended
DOCUWARE SUPPORT				
1	Docuware Annual Premium Support Fee System #903035 Docuware v6 Base System, 2 Additional Clients	1	\$ 733.00	\$ 733.00
2	Canon DR-4010C Scanner S/N DW301050 Coverage Period: April 1, 2024 - March 31, 2025 Reinstatement of Cancelled Support Subscriptions "Reinstatement of cancelled Support Subscriptions is subject to a Reinstatement Fee of 20% of the Support Subscription prices, unless reinstatement is declared not later than 60 Days after the date of cancellation. A new Support Subscription, if qualified, must be purchased in addition to paying the Reinstatement Fee. If an Update or Upgrade has been issued since the expiration date, Reinstatement fees do not apply. An Update or Upgrade Fee must be paid to bring the subscription to the current version." DocuWare Update and Upgrade Fees All Updates and Upgrades are included free of charge to customers with current Maintenance and Support Subscriptions. Customers without valid Maintenance and Support Subscriptions may get current by purchasing Updates or Upgrades. Updates and/or Upgrades for expired Subscriptions must be purchased to the latest available DocuWare version. The Upgrade Fee does not include the cost of the required new Maintenance or Maintenance and Support Subscriptions.	1	\$ 506.00	\$ 506.00
Total				\$ 1,239.00
Tax	NY TAX IS NOT INCLUDED IN THIS QUOTE			
Ship/Handling	SHIPPING & HANDLING NOT INCLUDED IN THIS QUOTE			

COMMITMENT APPROVAL SIGNATURE: _____ DATE: _____
PLEASE SIGN AND FAX ALONG WITH COPY OF YOUR PURCHASE ORDER TO: 607-797-4840

Thank you!

11. AGREEMENT-MADISON COUNTY WORKING SOLUTIONS WIOA YOUTH PROGRAM

RESOLUTION 23-

Moved by Councilor
Seconded by Councilor

RESOLVED, to authorize the City Manager to sign an agreement with Madison County Working Solutions for the WIOA Youth Program to provide employment in the Parks and Recreation Department for up to 200 hours for Hunter Douglass to gain work experience; **and be it further**

RESOLVED, that Madison County Working Solutions will provide the cost of the wages, Worker's Compensation liability and/or claims coverage for the participant's work experience for the duration the participant is enrolled in the youth program.

Ayes:

Nays:

MOTION CARRIED



**Madison County
DEPARTMENT OF PLANNING
AND
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**Youth Program Worksite Agreement
Contract Number: PY2023MCWE06**

THIS AGREEMENT is between Madison County Working Solutions, for the WIOA youth program, and City of Oneida, referred to in this agreement as the "Employer."

I. Services to be provided by the Employer

1. The Employer will provide Hunter Douglass with a work experience for up to 200 hours (see Exhibit A for specific details) (195 hours of work and 5 hours of academic). The Employer will supervise or designate parties to supervise the participant during his or her work experience hours. The designated parties shall verify the participant's completed hours through a signed weekly time sheet.
2. The Employer, with the help of youth program staff, will develop a job description for the participant which will:
 - Outline the participant's responsibilities while in the position;
 - Include the type of general tasks or functions the participant is responsible for learning during the work experience; and
 - Indicate to whom the participant reports to. The job description must be attached to the signed worksite agreement (see Exhibit B).
3. The Employer will notify the youth program staff when one or more of the following situations occur:
 - The participant has experienced excessive absenteeism, sickness, or other problems;
 - The participant quit the work experience activity;
 - The participant has secured employment with another business.
4. The Employer will provide the necessary instruction, supervision, and equipment needed for the participant to perform the assigned job duties.
5. The Employer will provide the same working conditions to the participant as other employees who work at the worksite and ensure both federal and state Child Labor laws are enforced.
6. The Employer will not, as stated in federal law, displace any employee with a youth participant. This includes partial displacement such as reduction in the hours of non-overtime work, wages, or employment benefits. No participant shall be hired or remain working in any position when the same or equivalent position is vacant for any of the following reasons:



**Madison County
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- A hiring freeze;
- When any regular employee is laid-off from the same or equivalent position; or
- When the regular employee has seniority rights to that position as outlined in the Employer's personnel policy or agreement.

II. Services to be provided by the Madison County Working Solutions

1. The MCWS will work with the participant to ensure the recommended hours with the worksite are within the limits of federal law.
2. The MCWS will work with the Employer to resolve issues associated with the engagement of the participant named in this agreement while at the work experience.
3. The MCWS will provide the cost of the wages, Worker's Compensation liability and/or claims coverage for the participant's work experience for the duration the participant is enrolled in the youth program.

III. The Employer and the Madison County Working Solutions Agreement:

1. This agreement shall remain in effect until the participant completes the agreed upon number of hours.
2. This agreement may be terminated by either party without cause, at any time.

Approved for the Consortium:

Approved for the Agency:

Signature

Alice Savino
Executive Director
Workforce Development Board

Signature

Doug Selby
Manager
City of Oneida

Name and Title (Printed)

Name and Title (Printed)

Date

Date

Attachments: Exhibit A Work Experience Details
 Exhibit B Work Experience Job Description



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**Exhibit A
Work Experience Details**

Participant Name: Hunter Douglass

Participant Phone Number: (315)264-5056

Employer: City of Oneida

Employer Address: 109 North Main St Oneida, NY 13421

Worksite Supervisor: Steve Crawford- (Work) 315-363-3590 (Cell) 315-525-3955

Alternate Supervisor: Luke Griff- (Work) 315-363-3590 (Cell) 315-525-6952

Worksite Phone Number: Contact Worksite Supervisor

Workforce Counselor: Angel Steiner

Alternative Workforce Contact: Ellen Bowe

Workforce Phone Number: 315-363-2400

Position Start Date: 03/07/2024

(Will be paid for orientation which was held on 02/26/24)

Position End Date: TBD

Hourly Pay Rate: \$15.50 per hour

Anticipated Hours Per Week: 16-20 hours per week (Employer will ENSURE the customer does not work over 40 hours).

Anticipated Number of Hours Worked Daily- Work Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30am– 4pm	7:30am– 4pm	7:30am– 4pm	7:30am– 4pm	n/a	n/a	n/a

Comments: Unpaid 30 minute lunch

Total Amount of Hours Completed at End Date: 195 (200 hours with Metrix Training)



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**Exhibit B
Work Experience Job Description**

Work Experience Job Title: Recreation Maintenance Worker III
Job Description: This is maintenance work of ordinary difficulty involving responsibility for performing a variety of task in the care and upkeep of recreation areas, playgrounds and buildings. Work is performed under the supervision of the Recreation Maintenance Worker.
Participant Responsibilities: Please see the last page of contract.

Please list below the type of general tasks or functions the participant is responsible for learning during the work experience:

Work Skills/ Tasks	% of time
See job description: The last page of contract	Work experience will equal 195 hours

Occupational Skill	Academic Education
Customer Service	Communicating Effectively with Customers (Est. Time - 00:30:00) - Integrated eLearning Course
Critical Thinking	Critical Thinking: Challenging Assumptions (Est. Time - = 00:23:00) Applying Your Best Thinking (Est. Time - 00:15:00)
Time Management	Make the Time You Need: Get Organized (Est. Time - 00:28:00)
Judgment and Decision Making	Meeting the Challenge of Workplace Conflict (Est. Time - = 00:15:00)
Safety	Sprains and Strains (Est. Time 01:00:00)
Health and Safety	Hazardous Material Handling and Storage (Est. Time - HH:mm:ss = 01:00:00)
Health and Safety	Hazards to Outdoor Workers (Est. Time - HH:mm:ss = 00:30:00) Fall Prevention (Est. Time - HH:mm:ss = 00:19:00)



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DEPARTMENT OF PLANNING
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	Fall Protection (Est. Time - HH:mm:ss = 00:05:00)
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Typical Work Activities:

- Operates motor equipment in the care and maintenance of recreation areas
- Performs routine landscape task such as trimming shrubs, raking leaves, mowing lawns and planting flowers
- Assembles and maintains playground equipment, such as swings, climbing bars, etc.
- Lays out, marks and maintains sports fields and other recreation areas
- Assembles and repairs bleachers, stands, and athletic field buildings
- Paints and maintains swimming pools and related equipment
- Paints and maintains Recreation Dept. buildings and equipment

Full Performance Knowledge's, Skills, Abilities and Personal Characteristics:

Good knowledge of the methods, materials and tools used in the maintenance of playgrounds, athletic fields and related buildings and equipment; ability to understand and follow oral and written instructions; physical condition commensurate with the demands of the position;

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma;

Special Requirement:

Possession of a valid New State driver's license at the time of appointment;

Scott Ingmire, Director

Department of Planning and Workforce Development
P.O. Box 606, Wampsville, NY 13163
(315) 366-2376 Voice (315) 366-2742 Fax
scott.ingmire@madisoncounty.ny.gov

Ellen Bowe, Workforce Development Supervisor

Madison County One-Stop Career Center
PO Box 609, Wampsville, NY 13163
(315) 363-2400 Voice (315) 367-1300 Fax
ellen.bowe@madisoncounty.ny.gov

NEW BUSINESS

PUBLIC COMMENT:

Motion to adjourn by Councilor
Seconded by Councilor

Ayes:

Nays:

MOTION CARRIED

The regular meeting is hereby adjourned at _____ p.m.