



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

AGENDA

Date:	April 16, 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

PUBLIC HEARING: Unsafe Structure-125 Oneida Street

OLD BUSINESS:

REPORTS:

- **MAYOR'S REPORT**
- **SUPERVISOR'S REPORT**

Approval of the Minutes: April 2, 2024

Approval of Warrant: 8

Item	Title	Facilitator
1.	MONTHLY REPORTS: receive and place on file the Monthly Reports from the City Clerk, City Engineer, Codes Department, Comptroller, Fire Department, Parks & Recreation Department, Planning Department and Police Department	CITY CLERK
2.	COMMUNITY GARDEN PLOTS: establish an application process for an annual permit, subject to the payment of a fee to cover administrative costs, with the annual fee set at \$20.00 per each individual 4' x 8' plot	HENRY
3.	BOARD APPOINTMENT: approve the appointment of Mark Flynn to the Board of Assessment Review to fill the vacancy of the late Doug Lippert. The term will expire on September 5, 2027.	MAYOR
4.	BOARD REAPPOINTMENT: approve the reappointment of Sandra Hicks to the Water Board for a 5-year term	MAYOR
5.	ACTING CITY MANAGER DESIGNATION: revoke the designation of April 2, 2024, of Director of Code Enforcement, Robert Burnett, as Acting City Manager, effective immediately and designate Water Superintendent,	COUNCIL

Item	Title	Facilitator
	John Monaghan, to the position of Acting City Manager, effective immediately	
6.	BUDGET TRANSFERS/AMENDMENTS: approve the Budget Transfers and Amendments as outlined by the Comptroller	WELLS
7.	GRANT APPLICATION: approve for the Director of Parks and Recreation to submit a grant application through Madison County Youth Bureau, Youth Sports, and Education Opportunity Funding for the purchase of equipment for the baseball and softball fields, bases, and infield drag	GRIFF
8.	RESTORE NY COMMUNITIES' INITIATIVE MUNICIPAL GRANT PROGRAM-SCHEDULE PUBLIC HEARING: authorize the City Manager or Acting City Manager to submit applications, expend funds, including application fees, and sign any agreements required by ESDC for grant funding that results from the application	HENRY
9.	MEDICARE PART B REIMBURSEMENT: approve to reimburse John R. Deschamps \$6,076.80 for the increase in his Medicare Part B premium reimbursements for the period of 2018-2023	WELLS
10.	APPOINT SPECIAL COMMITTEE-CITY MANAGER SEARCH COMMITTEE: approve for the Mayor to appoint a Special Committee to conduct the search for a qualified City Manager, subject to the approval of the Common Council with terms outlined in the resolution (Roll Call Vote)	MAYOR
11.	DECLARE PROPERTY PUBLIC NUISANCE-ORDER CORRECTIVE ACTION: approve to declare the property at 125 Oneida St./FKA 122 Vanderbilt Ave. as a Public Nuisance and order corrective action to be taken in accordance with Article III of Chapter 34 of the Oneida City Code	JONES/FIRE MARSHAL

NEW BUSINESS:

PUBLIC COMMENT: Limited to 3 minutes

**MINUTES OF THE COMMON COUNCIL
REGULAR MEETING
APRIL 16, 2024**

A meeting of the Common Council of the City of Oneida, NY was held on the sixteenth day of April 2024 at 6:30 p.m. at the Common Council Chambers, 109 N. Main, 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"/> _____
Cit 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"/> _____

Supervisors

Matt Roberts	<input type="checkbox"/>	<input type="checkbox"/>
Mary Cavanagh	<input type="checkbox"/>	<input type="checkbox"/>
Brandee DuBois	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Kinville	<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

PUBLIC HEARING: Notice of Unsafe Building/Collapsed Structure-125 Oneida St.

OPEN PUBLIC HEARING
PURSUANT TO ONEIDA CITY CODE CHAPTER 34, ARTICLE III, UNSAFE BUILDINGS
125 ONEIDA STREET, ONEIDA NY

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

RESOLVED, that the Public Hearing Pursuant to Oneida City Code Chapter 34, Article III, Unsafe Buildings –125 Oneida St., Oneida NY be hereby opened at ____p.m.

Ayes:

Nays:

MOTION CARRIED

APPEARANCES

CLOSE PUBLIC HEARING
PURSUANT TO ONEIDA CITY CODE CHAPTER 34, ARTICLE III, UNSAFE BUILDINGS
125 ONEIDA ST., ONEIDA NY

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

RESOLVED, that the Public Hearing Pursuant to Oneida City Code Chapter 34, Article III, Unsafe Buildings –125 Oneida St., Oneida NY be hereby closed at ____ p.m.

Ayes:

Nays:

MOTION CARRIED

SCHEDULE "A"

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 or 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.

OLD BUSINESS:

REPORTS:

- Mayor's Report
- Supervisor's Report

APPROVAL OF MINUTES

Moved by Councilor
Seconded by Councilor

RESOLVED, that the minutes of the regular meeting of April 2, 2024, are hereby approved as presented.

Ayes:
Nays:

MOTION CARRIED

APPROVAL OF WARRANT

Moved by Councilor
Seconded by Councilor

RESOLVED, that Warrant No. 8, checks and ACH payments in the amount of \$595,388.35 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	8
DATE:	April 16, 2024

FUND		PAYMENT NUMBER (S)	AMOUNT
Capital		4847-4849	\$ 50,890.20
DRI Fund	031	1006	\$ 1,960.00
Liberty Operating Fund	025		
ARPA Fund	030	1303	\$ 10,000.00
Current Funds		74093-74241	\$ 518,124.92
ACH			\$ 14,413.23

WARRANT #1 TOTAL	\$ 595,388.35
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Oneida, NY

Expense Approval Report By Fund

Payment Dates 4/8/2024 - 4/16/2024

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
Fund: 001 - GENERAL FUND					
LONNIEL GUILÉ	74180	04/01/2024	MUNY BASKETBALL	001.7140.0403.2020	90.00
A & P MASTER IMAGES, LLC	74095	04/16/2024	Patrol Baseball Hat	001.3120.0317.0000	35.00
GALLS INCORPORATED	74141	04/16/2024	5.11 Tactical Fleece Cap	001.3120.0317.0000	16.20
GALLS INCORPORATED	74141	04/16/2024	Viktos LEO Duty Gloves	001.3120.0317.0000	35.10
Bob's Garage Doors, LLC	74109	04/16/2024	replace door panels	001.3410.0405.0000	590.00
A & P MASTER IMAGES, LLC	74095	04/16/2024	Patrol Baseball Cap	001.3120.0317.0000	35.00
A & P MASTER IMAGES, LLC	74095	04/16/2024	T-Shirt	001.3120.0317.0000	21.95
A & P MASTER IMAGES, LLC	74095	04/16/2024	Performance SS Polo	001.3120.0317.0000	51.98
UNITED AUTO SALES	74229	04/16/2024	PARTS	001.5132.0300.0000	339.75
UNITED AUTO SALES	74229	04/16/2024	PARTS	001.5132.0300.0000	138.00
MARCY HYDRAULICS	74183	04/16/2024	HYDROLIC PARTS	001.5132.0300.0000	50.72
MARCY HYDRAULICS	74183	04/16/2024	HYDROLIC PARTS	001.5132.0300.0000	253.84
MARCY HYDRAULICS	74183	04/16/2024	HYDROLIC PARTS	001.5132.0300.0000	84.06
BLUE TO GOLD	74107	04/16/2024	Shipping	001.3120.0317.0000	19.07
BLUE TO GOLD	74107	04/16/2024	New York Search and Seizure ...	001.3120.0317.0000	359.88
LINSTAR, INC.	DFT0004646	04/16/2024	ID CARD LUDWIG	001.1989.0400.0000	12.80
SPECTROTEL, INC.	74217	04/16/2024	LONG DISTANCE	001.1680.0403.0000	125.31
TOTAL SOLUTIONS	74227	04/16/2024	IT SERVICES	001.1680.0403.0000	2,760.87
JC SMITH, INC.	74159	04/16/2024	white reflective sheet	001.3310.0200.0000	733.50
CLIFFORD HOPKINS	74123	04/16/2024	1ST QUARTER	001.9060.0805.0000	494.70
JAMES BACHER	74154	04/16/2024	1ST QUARTER	001.9060.0805.0000	1,048.20
ROBERT GAINER JR.	74210	04/16/2024	1ST QUARTER	001.9060.0805.0000	524.10
GRACE PERRETTA	74143	04/16/2024	1ST QUARTER	001.9060.0805.0000	494.70
WAYNE COSTON	74237	04/16/2024	1ST QUARTER	001.9060.0805.0000	587.79
PHILLIP LOMBARDI	74204	04/16/2024	1ST QUARTER	001.9060.0805.0000	584.79
PATRICK KAISER	74203	04/16/2024	1ST QUARTER	001.9060.0805.0000	524.10
GREGG MYERS	74146	04/16/2024	1ST QUARTER	001.9060.0805.0000	702.39
WILLIAM NELSON	74240	04/16/2024	1ST QUARTER	001.9060.0805.0000	607.29
CHRISTINE DUBOIS	74119	04/16/2024	1ST QUARTER	001.9060.0805.0000	524.10
JOHN B MCMAHON	74164	04/16/2024	1ST QUARTER	001.9060.0805.0000	314.70
DONALD THORNA	74132	04/16/2024	1ST QUARTER	001.9060.0805.0000	824.19
DAVID JOHNSON	74128	04/16/2024	1ST QUARTER	001.9060.0805.0000	402.00
JOHN BIBIK	74165	04/16/2024	1ST QUARTER	001.9060.0805.0000	402.00
DAVID HINES	74127	04/16/2024	1ST QUARTER	001.9060.0805.0000	702.39
DAVID WHEELER	74130	04/16/2024	1ST QUARTER	001.9060.0805.0000	314.70
JAMES DOWD	74157	04/16/2024	1ST QUARTER	001.9060.0805.0000	702.39
JOHN JONES	74166	04/16/2024	1ST QUARTER	001.9060.0805.0000	464.19
ERNEST BUTLER	74134	04/16/2024	1ST QUARTER	001.9060.0805.0000	882.99
JUDITH KEENAN	74172	04/16/2024	1ST QUARTER	001.9060.0805.0000	363.00
SHARON EDDY	74214	04/16/2024	1ST QUARTER	001.9060.0805.0000	314.70
DAVID M SCHAUB	74129	04/16/2024	1ST QUARTER	001.9060.0805.0000	314.70
THOMAS CAMPANIE	74221	04/16/2024	1ST QUARTER	001.9060.0805.0000	464.19
MELVIN J LIGHTHALL	74190	04/16/2024	1ST QUARTER	001.9060.0805.0000	402.00
ROSLIE M TALLMAN	74212	04/16/2024	1ST QUARTER	001.9060.0805.0000	402.00
DONNA STAGNITTA	74133	04/16/2024	1ST QUARTER	001.9060.0805.0000	324.00
THOMAS LAURIN	74222	04/16/2024	1ST QUARTER	001.9060.0805.0000	402.00
ALEXANDER WOOD, JR	74096	04/16/2024	1ST QUARTER	001.9060.0805.0000	402.00
JON LOOMIS	74169	04/16/2024	1ST QUARTER	001.9060.0805.0000	882.99
MICHAEL BOWE	74192	04/16/2024	1ST QUARTER	001.9060.0805.0000	672.88
GAIL SALERNO	74140	04/16/2024	1ST QUARTER	001.9060.0805.0000	314.70
JOSEPH SALERNO	74170	04/16/2024	1ST QUARTER	001.9060.0805.0000	464.19
JANE MARIANI	74158	04/16/2024	1ST QUARTER	001.9060.0805.0000	393.00
JOAN CUKIERSKI	74163	04/16/2024	1ST QUARTER	001.9060.0805.0000	494.70

Expense Approval Report

Payment Dates: 4/8/2024 - 4/16/2024

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Amount
MARY DUCHENE	74187	04/16/2024	1ST QUARTER	001.9060.0805.0000	314.70
ERWIN L. SMITH	74135	04/16/2024	1ST QUARTER	001.9060.0805.0000	620.79
KEVIN DAVIES	74176	04/16/2024	1ST QUARTER	001.9060.0805.0000	314.70
ALICE LOPITZ	74097	04/16/2024	1ST QUARTER	001.9060.0805.0000	626.79
WILLIAM CARNEVALE	74239	04/16/2024	1ST QUARTER	001.9060.0805.0000	548.49
LARRY PIERSALL	74178	04/16/2024	1ST QUARTER	001.9060.0805.0000	593.79
DONALD J THORNA	74131	04/16/2024	1ST QUARTER	001.9060.0805.0000	393.00
JOHN LAURIN	74167	04/16/2024	1ST QUARTER	001.9060.0805.0000	402.00
CHRIS WILSON	74118	04/16/2024	1ST QUARTER	001.9060.0805.0000	314.70
JOHN MC CLELLAN	74168	04/16/2024	1ST QUARTER	001.9060.0805.0000	402.00
INTERSTATE BATTERY SYSTEM ..	74153	04/16/2024	VEHICLE BATTERIES	001.5132.0300.0000	410.85
1ST RESPONDER NEWSPAPER	74093	04/16/2024	SUBSCRIPTION	001.3410.0403.0000	85.00
GRANTMASTERS INC	74145	04/16/2024	Grant writing services	001.3410.0403.0000	1,800.00
HUMMELS OFFICE EQUIPMEN...	74151	04/16/2024	BUILDING SUPPLIES	001.1620.0300.0000	524.00
GE SOFTWARE	74142	04/16/2024	GASBOY SOFTWARE	001.5132.0403.0000	80.00
UDIG NY,INC	74228	04/16/2024	UDIG	001.5110.0403.0000	290.62
GALLS INCORPORATED	74141	04/16/2024	Shipping	001.3120.0317.0000	5.00
GALLS INCORPORATED	74141	04/16/2024	Underarmour Tactical Heatge...	001.3120.0317.0000	90.00
GALLS INCORPORATED	74141	04/16/2024	Shipping	001.3120.0317.0000	1.08
GALLS INCORPORATED	74141	04/16/2024	Mesh Ansi II Breakaway Safety...	001.3120.0317.0000	45.00
LEWIS UNIFORM CO., LLC	74179	04/16/2024	Flag Patch	001.3120.0317.0000	1.50
LEWIS UNIFORM CO., LLC	74179	04/16/2024	FlexRS Shirt	001.3120.0317.0000	69.99
LEWIS UNIFORM CO., LLC	74179	04/16/2024	FlexRS Pants	001.3120.0317.0000	179.98
LEWIS UNIFORM CO., LLC	74179	04/16/2024	Base Shirts	001.3120.0317.0000	139.98
LEWIS UNIFORM CO., LLC	74179	04/16/2024	Flag Patches	001.3120.0317.0000	3.00
LEWIS UNIFORM CO., LLC	74179	04/16/2024	Tactical Touchscreen Gloves	001.3120.0317.0000	28.50
LEWIS UNIFORM CO., LLC	74179	04/16/2024	MicroStream USB Flashlight	001.3120.0317.0000	36.50
LEWIS UNIFORM CO., LLC	74179	04/16/2024	FlexRS Pants	001.3120.0317.0000	269.97
LEWIS UNIFORM CO., LLC	74179	04/16/2024	MicroStream USB Flashlight	001.3120.0317.0000	73.00
LEWIS UNIFORM CO., LLC	74179	04/16/2024	Rechargeable Flashlight	001.3120.0317.0000	124.99
LEWIS UNIFORM CO., LLC	74179	04/16/2024	Gloves	001.3120.0317.0000	28.50
LEWIS UNIFORM CO., LLC	74179	04/16/2024	Mens Socks 3pk	001.3120.0317.0000	29.97
LEWIS UNIFORM CO., LLC	74179	04/16/2024	Tactical Pants	001.3120.0317.0000	44.99
LEWIS UNIFORM CO., LLC	74179	04/16/2024	Long Cuff Key	001.3120.0317.0000	7.99
CARGILL SALT	74114	04/16/2024	ROAD SALT	001.5142.0315.0000	14,627.74
MATRIX COMMUNICATIONS	74188	04/16/2024	ADD VOICEMAIL TO EXT 129	001.1680.0403.0000	75.00
LOWE'S HOME IMPROVEMEN...	74181	04/16/2024	LUMBER	001.5110.0300.0000	218.64
FRANK FARNACH, JR	74139	04/16/2024	MUNY BASKETBALL	001.7140.0403.2020	135.00
WAL-MART, INC.	74236	04/16/2024	Running PO	001.3120.0300.0000	16.64
MIKE COPPERNHEAT	74195	04/16/2024	MUNY BASKETBALL	001.7140.0403.2020	90.00
MICHAEL OCZKOWSKI	74194	04/16/2024	MUNY BASKETBALL	001.7140.0403.2020	90.00
LOWE'S HOME IMPROVEMEN...	74181	04/16/2024	LUMBER	001.5110.0300.0000	15.83
Northwell Health Inc	74199	04/16/2024	Registration fees EMC-CC to P...	001.3410.0413.0000	15,400.00
AMAZON WEB SERVICES, LLC.	DFT0004642	04/16/2024	Dickies Dri-Tech Moisture Con...	001.3120.0317.0000	21.11
AMAZON WEB SERVICES, LLC.	DFT0004642	04/16/2024	5.11 Tactical Flexlite Patns	001.3120.0317.0000	65.00
AMAZON WEB SERVICES, LLC.	DFT0004642	04/16/2024	5.11 Tactical Flexlite Pants	001.3120.0317.0000	65.00
AMAZON WEB SERVICES, LLC.	DFT0004642	04/16/2024	Peerless Chain Link Handcuff	001.3120.0317.0000	56.99
TOM WRIGHT	74224	04/16/2024	MUNY BASKETBALL	001.7140.0403.2020	45.00
MATTHEW RASH	74189	04/16/2024	MUNY BASKETBALL	001.7140.0403.2020	15.00
21st Century Media, LLC	74094	04/16/2024	LEGAL NOTICES	001.1989.0400.0000	95.23
LOWE'S HOME IMPROVEMEN...	74181	04/16/2024	SAFE KEY BOX	001.3410.0405.0000	27.53
VANGUARD	DFT0004649	04/16/2024	UNIFORM ITEMS	001.3410.0417.0000	76.90
AMERICAN ELECTRIC POWER	74099	04/16/2024	MAR SOLAR	001.1620.0401.0000	14,166.93
Smolinski's Refrigeration	74216	04/16/2024	Repair freezer in Recreation C...	001.7140.0409.0000	225.00
AT & T MOBILITY	74103	04/16/2024	WIRELESS	001.1680.0403.0000	276.70
CANON FIANCIAL SERVICES	DFT0004643	04/16/2024	COPIER LEASE	001.1620.0406.0000	499.60
QUILL CORPORATION	74207	04/16/2024	OFFICE SUPPLES	001.1660.0300.0000	8.55
QUILL CORPORATION	74207	04/16/2024	OFFICE SUPPLES	001.1660.0300.0000	16.38
QUILL CORPORATION	74207	04/16/2024	OFFICE SUPPLES	001.1660.0300.0000	48.26
SCOTT CARROLL	74213	04/16/2024	MUNY BASKETBALL	001.7140.0403.2020	135.00

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JEFFREY GILBERT	74160	04/16/2024	MUNY BASKETBALL	001.7140.0403.2020	90.00
BRIAN VINCENT	74112	04/16/2024	MUNY BASKETBALL	001.7140.0403.2020	90.00
JUSTIN QUANCE	74173	04/16/2024	MUNY BASKETBALL	001.7140.0403.2020	90.00
JERRY BUTLER	74161	04/16/2024	MUNY BASKETBALL	001.7140.0403.2020	90.00
WAL-MART, INC.	74236	04/16/2024	Running PO	001.3120.0300.0000	12.89
LOWE'S HOME IMPROVEMEN...	74181	04/16/2024	WOOD FOR BOOK CASE	001.1660.0300.0000	84.20
NATIONAL GRID	74197	04/16/2024	ELECTRIC	001.1620.0401.0000	10,530.76
CHARTER COMMUNICATIONS	74116	04/16/2024	INTERNET & PHONE	001.1680.0403.0000	732.66
CITY OF SHERRILL	74122	04/16/2024	STREET LIGHT	001.1620.0401.0000	205.87
LOWE'S HOME IMPROVEMEN...	74181	04/16/2024	supplies for traffic and lights	001.3310.0300.0000	25.14
LOWE'S HOME IMPROVEMEN...	74181	04/16/2024	BUILDING SUPPLIES	001.1620.0300.0000	66.40
AT & T MOBILITY	74103	04/16/2024	AIR CARDS	001.1680.0403.0000	63.98
CINTAS CORP	74121	04/16/2024	UNIFORM	001.1620.0403.0001	45.00
CINTAS CORP	74121	04/16/2024	UNIFORM	001.1620.0403.0001	216.47
CINTAS CORP	74121	04/16/2024	UNIFORM	001.1620.0403.0001	261.47
CINTAS CORP	74121	04/16/2024	UNIFORM	001.3310.0300.0000	261.47
CINTAS CORP	74121	04/16/2024	uniforms dpw	001.5132.0403.0000	245.73
LOWE'S HOME IMPROVEMEN...	74181	04/16/2024	BLANKET PO - FOR SUPPLIES, ...	001.7140.0409.0000	90.72
FAXTON-ST LUKES EMS EDUC.	74137	04/16/2024	BLS/ACLS cards	001.3410.0300.0000	126.00
COOPER ELECTRIC	74125	04/16/2024	electrical supplies	001.3310.0200.0000	42.72
COOPER ELECTRIC	74125	04/16/2024	electrical supplies	001.3310.0200.0000	172.14
MGM PARTS DISTRIBUTORS, I...	74191	04/16/2024	Open PO for the upkeep/repai...	001.3410.0409.0000	3.80
MGM PARTS DISTRIBUTORS, I...	74191	04/16/2024	PARTS FOR CITY VEHICLES	001.5132.0300.0000	6.17
MGM PARTS DISTRIBUTORS, I...	74191	04/16/2024	PARTS FOR CITY VEHICLES	001.5132.0300.0000	19.99
MGM PARTS DISTRIBUTORS, I...	74191	04/16/2024	PARTS FOR CITY VEHICLES	001.5132.0300.0000	236.70
MGM PARTS DISTRIBUTORS, I...	74191	04/16/2024	PARTS FOR CITY VEHICLES	001.5132.0300.0000	123.00
MGM PARTS DISTRIBUTORS, I...	74191	04/16/2024	Running Central Garage PO	001.1640.0403.0001	35.70
BUELL FUEL LLC	74113	04/16/2024	DIESEL	001.1640.0402.0000	2,354.78
NYE AUTOMOTIVE GROUP INC.	74200	04/16/2024	PARTS AND LABOR	001.5132.0300.0000	112.78
BLISS ENVIRONMENTAL SERVI...	74106	04/16/2024	109 N MAIN ST	001.1620.0403.0001	246.50
BLISS ENVIRONMENTAL SERVI...	74106	04/16/2024	403 SCNONDOA	001.1620.0403.0001	109.00
BLISS ENVIRONMENTAL SERVI...	74106	04/16/2024	217 CEDAR ST	001.1620.0403.0001	119.90
Bob's Garage Doors, LLC	74109	04/16/2024	repair of bay door #2	001.3410.0405.0000	500.00
United Radio	74230	04/16/2024	RADIO REPAIR	001.1640.0403.0001	96.00
NORTHLAND COMMUNICATI...	74198	04/16/2024	PHONE & INTERNET	001.1680.0403.0000	1,096.34
HAUN WELDING SUPPLY INC	74147	04/16/2024	CYLINDER LEASES	001.5132.0403.0000	255.00
A & P MASTER IMAGES, LLC	74095	04/16/2024	UV1 CX360 Long Sleeve Under...	001.3120.0317.0000	108.90
BUELL FUEL LLC	74113	04/16/2024	GASOLINE	001.1640.0401.0000	5,291.06
TOP GEAR INC	74225	04/16/2024	Shipping and Handling	001.3120.0420.0000	605.00
TOP GEAR INC	74225	04/16/2024	Helmets for Bike Rodeo & Hea...	001.3120.0420.0000	2,685.00
UNITED STATES-FLAGS.COM	74231	04/16/2024	Flag Poles and never furl kits	001.3310.0200.0000	632.07
T & D FLEET SOLUTIONS	74219	04/16/2024	Lettering and Numbers for Fle...	001.1640.0403.0001	150.00
CHEM-AQUA, INC.	74117	04/16/2024	BUILDING MAINT	001.1620.0403.0003	461.61
Colden Enterprises, Inc	74124	04/16/2024	Holmatro extrication tool PM/...	001.3410.0409.0000	1,234.59
GRAINGER INC	74144	04/16/2024	TRIAGE TAPE	001.3410.0201.0000	70.52
GRAINGER INC	74144	04/16/2024	supplies for traffic	001.3310.0200.0000	158.31
ONEIDA OFFICE SUPPLY	74201	04/16/2024	BUILDING SUPPLIES	001.1620.0300.0000	123.96
ONEIDA OFFICE SUPPLY	74201	04/16/2024	RUBBER BANDS	001.3310.0200.0000	11.96
ONEIDA OFFICE SUPPLY	74201	04/16/2024	OFFICE SUPPLIES	001.1410.0300.0000	40.30
VERIZON WIRELESS	74234	04/16/2024	MODEMS	001.1680.0403.0000	76.24
WHITE FARM SUPPLY INC	74238	04/16/2024	PARTS	001.5110.0300.0000	154.53
HUMANA INS CO OF NY	74150	04/16/2024	APRIL 2024	001.9060.0805.0000	23,127.72
EXCELLUS BLUECROSS BLUESH...	74136	04/16/2024	APRIL 2024	001.9060.0805.0000	224,332.80
BME	74108	04/16/2024	COPIER CHARGES	001.1620.0404.0000	350.71
BME	74108	04/16/2024	POSTAGE LABELS	001.1620.0404.0000	52.00
BONADIO & CO LLP	74110	04/16/2024	To move funds to cover the co...	001.1315.0403.0000	2,500.00
WINTER EQUIPMENT COMPA...	74241	04/16/2024	PLOW EDGE	001.5132.0300.0000	2,576.95
POWER & CONSTRUCTION G...	74206	04/16/2024	ARM FIXTURE	001.3310.0200.0000	1,112.00
POWER & CONSTRUCTION G...	74206	04/16/2024	REPLACE CONDUCTOR FOR P...	001.3310.0200.0000	3,335.00

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STEVEN CURRO	74218	04/19/2024	1ST QUARTER	001.9060.0805.0000	883.00
Fund 001 - GENERAL FUND Total:					367,813.70
Fund: 002 - WATER					
TOPSTITCH	74226	04/16/2024	TOPSTICTH	002.8300.0403.0000	155.00
HOWLAND PUMP AND SUPPLY..	74149	04/16/2024	HOWLAND PUMP AND SUPPLY..	002.8300.0319.0000	181.56
BLISS ENVIRONMENTAL SERVI...	74106	04/16/2024	BLISS ENVIRONMENTAL SERVI...	002.8300.0319.0000	58.86
TOTAL SOLUTIONS	74227	04/16/2024	IT SERVICES	002.8300.0444.0000	1,099.55
ARTHUR COLLINS	74102	04/16/2024	1ST QUARTER	002.9060.0805.0000	314.70
NATHAN RICHTER	74196	04/16/2024	1ST QUARTER	002.9060.0805.0000	524.10
TERRIE R CONOVER	74220	04/16/2024	1ST QUARTER	002.9060.0805.0000	824.20
JAMES CHAMBERLAIN	74155	04/16/2024	1ST QUARTER	002.9060.0805.0000	524.10
MARK CHAMBERLAIN	74185	04/16/2024	1ST QUARTER	002.9060.0805.0000	673.59
MICHAEL MITCHELL	74193	04/16/2024	1ST QUARTER	002.9060.0805.0000	524.10
ANDREW SHELDON	74100	04/16/2024	MEALS & CNYWWC	002.8300.0416.0000	65.00
KAMERON BABCOCK	74174	04/16/2024	MEALS	002.8300.0416.0000	20.00
VINCENT WATERMAN	74235	04/16/2024	CNYWWC	002.8300.0416.0000	45.00
MARK W BUSS	74186	04/16/2024	MEALS / CNYWWC	002.8300.0416.0000	75.00
BRAYDEN BACHTEL	74111	04/16/2024	MEALS/ CDL TEST	002.8300.0416.0000	62.50
JOSEPH STOFFLE	74171	04/16/2024	MEALS / CNYWWC	002.8300.0416.0000	75.00
ANTHONY CARINCI	74101	04/16/2024	MEALS	002.8300.0416.0000	10.00
TIMOTHY HORODNICK	74223	04/16/2024	MEALS	002.8300.0416.0000	20.00
US POSTAL SERVICE	74232	04/16/2024	US POSTAL SERVICE	002.8300.0404.0000	320.00
BENEFACOR FUNDING CORP	74105	04/16/2024	LIFE SCIENCE LABS (WTP)	002.8300.0415.0000	127.44
BENEFACOR FUNDING CORP	74105	04/16/2024	LIFE SCIENCE LABORATORIES	002.8300.0415.0000	22.68
INDIAN SPRINGS SPECIALTY P...	74152	04/16/2024	INDIAN SPRINGS	002.8300.0302.0000	819.80
PACE ANALYTICAL SERVICES I...	74202	04/16/2024	PACE ANALYTICAL (LAB)	002.8300.0415.0000	1,476.00
ALLEN H BROSKI	74098	04/16/2024	MEAL	002.8300.0416.0000	20.00
ROBERT HOUSER	74211	04/16/2024	CNYWWC	002.8300.0416.0000	45.00
VERIZON	74233	04/16/2024	VERIZON	002.8300.0401.0000	29.33
AT & T MOBILITY	74103	04/16/2024	WIRELESS	002.8300.0444.0000	152.92
NATIONAL GRID	74197	04/16/2024	ELECTRIC	002.8300.0401.0000	279.28
SLACK CHEMICAL CO	74215	04/16/2024	SLACK CHEMICAL CO. INC.- CH...	002.8300.0308.0000	7,970.62
MGM PARTS DISTRIBUTORS, I...	74191	04/16/2024	MGM AUTO PARTS (NAPA)	002.8300.0302.0000	31.91
MGM PARTS DISTRIBUTORS, I...	74191	04/16/2024	MGM AUTO PARTS (NAPA)	002.8300.0302.0000	37.00
TOPSTITCH	74226	04/16/2024	TOP STITCH	002.8300.0403.0000	1,680.00
KIME HARDWARE	74177	04/16/2024	KIME HARDWARE	002.8300.0319.0000	33.37
WHITE FARM SUPPLY INC	74238	04/16/2024	WHITE FARM SUPPLY INC.	002.8300.0302.0000	36.91
HUMANA INS CO OF NY	74150	04/16/2024	APRIL 2024	002.9060.0805.0000	2,202.64
EXCELLUS BLUECROSS BLUESH...	74136	04/16/2024	APRIL 2024	002.9060.0805.0000	26,526.68
BME	74108	04/16/2024	COPIER CHARGES	002.8300.0444.0000	20.39
BONADIO & CO LLP	74110	04/16/2024	To move funds to cover the co...	002.8300.0403.0000	1,250.00
HOLLAND CO. INC.	74148	04/16/2024	LIQUID ALUM	002.8300.0310.0000	6,345.00
CORE & MAIN	74126	04/16/2024	CORE & MAIN METERS	002.8300.0324.0000	720.00
CORE & MAIN	74126	04/16/2024	CORE & MAIN METERS	002.8300.0324.0000	1,462.02
CORE & MAIN	74126	04/16/2024	CORE & MAIN METERS	002.8300.0324.0000	17,000.00
Fund 002 - WATER Total:					73,861.25
Fund: 003 - SEWER					
BARTON & LOGUIDICE,DPC	74104	04/16/2024	MOVE TO 2024 PO03420-R1	003.8110.0400.0001	500.00
TOTAL SOLUTIONS	74227	04/16/2024	IT SERVICES	003.8110.0444.0000	549.77
POLYDYNE INC	74205	04/16/2024	POLYMER	003.8110.0312.0000	14,720.00
RENNIE B CARROLL	74208	04/16/2024	1ST QUARTER	003.9060.0805.0000	314.70
RICHARD GOODWIN	74209	04/16/2024	MEALS	003.8110.0418.0000	50.00
CITY OF SHERRILL	74122	04/16/2024	KENWOOD	003.8110.0435.0000	181.91
JESSE DOTY	74162	04/16/2024	MEALS	003.8110.0418.0000	180.00
MARK ARMSTRONG	74184	04/16/2024	MEALS	003.8110.0418.0000	50.00
JAMES CULLEN	74156	04/16/2024	MEALS	003.8110.0418.0000	80.00
CHRISTOPHER CARNEY	74120	04/16/2024	MEALS	003.8110.0418.0000	80.00
AT & T MOBILITY	74103	04/16/2024	WIRELESS	003.8110.0400.0000	81.32
FISCAL ADVISORS &	74138	04/16/2024	WWTP EXPANSION	003.8110.0404.0000	637.00
NATIONAL GRID	74197	04/16/2024	ELECTRIC	003.8110.0401.0000	18,216.69

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LOWE'S HOME IMPROVEMEN...	74181	04/16/2024	SUPPLIES	003.8110.0405.0000	89.11
UNITED PARCEL SERVICE, INC.	DFT0004648	04/16/2024	MAIL CHLORINATOR BACK	003.8110.0300.0000	63.86
CITY OF SHERRILL	74122	04/16/2024	SKINNER RD	003.8110.0435.0000	17.05
LUBRICATION ENGINEERS	74182	04/16/2024	oil	003.8110.0200.0000	1,854.23
LUBRICATION ENGINEERS	74182	04/16/2024	SYNTHETIC OIL	003.8110.0200.0000	27.82
LUBRICATION ENGINEERS	74182	04/16/2024	INDUSTRIAL GEAR OIL	003.8110.0200.0000	620.94
COOPER ELECTRIC	74125	04/16/2024	ELECTRICAL SUPPLIES	003.8110.0300.0000	28.11
MGM PARTS DISTRIBUTORS, I...	74191	04/16/2024	LIGHTS/ WASH N WAX	003.8110.0411.0000	49.93
MGM PARTS DISTRIBUTORS, I...	74191	04/16/2024	FLEX TUBE	003.8110.0411.0000	14.99
MGM PARTS DISTRIBUTORS, I...	74191	04/16/2024	AUTO PARTS	003.8110.0411.0000	78.83
MGM PARTS DISTRIBUTORS, I...	74191	04/16/2024	AUTO PARTS	003.8110.0411.0000	23.98
MGM PARTS DISTRIBUTORS, I...	74191	04/16/2024	truck parts	003.8110.0411.0000	62.04
MGM PARTS DISTRIBUTORS, I...	74191	04/16/2024	truck parts	003.8110.0411.0000	254.94
NORTHLAND COMMUNICATI...	74198	04/16/2024	PHONE & INTERNET	003.8110.0401.0000	376.35
CERTIFIED ENVIRONMENTAL S...	74115	04/16/2024	LAB SERVICES	003.8110.0415.0000	3,048.00
KEMIRA WATER SOLUTIONS, I...	74175	04/16/2024	IRON SALTS	003.8110.0329.0000	6,349.72
KEMIRA WATER SOLUTIONS, I...	74175	04/16/2024	IRON SALTS	003.8110.0329.0000	6,151.63
KIME HARDWARE	74177	04/16/2024	SUPPLIES	003.8110.0300.0000	17.99
HUMANA INS CO OF NY	74150	04/16/2024	APRIL 2024	003.9060.0805.0000	825.99
EXCELLUS BLUECROSS BLUESH...	74136	04/16/2024	APRIL 2024	003.9060.0805.0000	20,458.61
BME	74108	04/16/2024	COPIER CHARGES	003.8110.0445.0000	5.72
ORRICK, HERRINGTON & SUTC...	DFT0004647	04/16/2024	PROFESSIONAL SERVICES	003.8110.0404.0000	7,500.00
BONADIO & CO LLP	74110	04/16/2024	To move funds to cover the co...	003.8110.0403.0000	1,250.00
Fund 003 - SEWER Total:					84,811.23
Fund: 005 - CAPITAL					
Canva	DFT0004644	04/16/2024	MHL AND SA bROCHURES	005.3120.0400.0023	330.00
JOHN R DUDLEY CONSTRUCTI...	4849	04/16/2024	1ST PAYMENT	005.8300.0401.0022	14,250.00
BARTON & LOGUIDICE,DPC	4847	04/16/2024	FINAL DESIGN HIGINBOTHAM...	005.5110.0404.0022	32,616.50
BARTON & LOGUIDICE,DPC	4847	04/16/2024	MOVE PO04826 TO 2024	005.8300.0401.0022	3,243.00
GRAINGER INC	4848	04/16/2024	Padlocks 2246 Keys	005.3120.0400.0023	373.25
GRAINGER INC	4848	04/16/2024	Security Cables	005.3120.0400.0023	343.50
GRAINGER INC	4848	04/16/2024	Reflective Surveillance Signs	005.3120.0400.0023	63.95
Fund 005 - CAPITAL Total:					51,220.20
Fund: 027 - Fire CME					
Jones & Bartlett Learning	DFT0004645	04/16/2024	CC-Paramedic bridge class ma...	027.3410.0400.0000	5,721.97
Fund 027 - Fire CME Total:					5,721.97
Fund: 030 - Federal ARPA					
BARTON & LOGUIDICE,DPC	1303	04/16/2024	final design for Higinbotham B...	030.5110.0409.0000	10,000.00
Fund 030 - Federal ARPA Total:					10,000.00
Fund: 031 - DRI					
MRB GROUP	1006	04/16/2024	MOVE PO04981 TO 2024	031.8020.0400.0000	1,960.00
Fund 031 - DRI Total:					1,960.00
Grand Total:					595,388.35

Report Summary

Fund Summary

Fund	Payment Amount
001 - GENERAL FUND	367,813.70
002 - WATER	73,861.25
003 - SEWER	84,811.23
005 - CAPITAL	51,220.20
027 - Fire CME	5,721.97
030 - Federal ARPA	10,000.00
031 - DRI	1,960.00
Grand Total:	595,388.35

Account Summary

Account Number	Account Name	Payment Amount
001.1315.0403.0000	CITY AUDIT	2,500.00
001.1410.0300.0000	MAT SUPPLIES	40.30
001.1620.0300.0000	MAT SUPPLIES	714.36
001.1620.0401.0000	ELECTRIC AND GAS	24,903.56
001.1620.0403.0001	CONTRACTS MB/FD	998.34
001.1620.0403.0003	CONTRACTS COMBINED	461.61
001.1620.0404.0000	POSTAGE	402.71
001.1620.0406.0000	COPIER CONTRACTS	499.60
001.1640.0401.0000	CENTRAL GASOLINE	5,291.06
001.1640.0402.0000	CENTRAL DIESEL	2,354.78
001.1640.0403.0001	CENTRAL VEHICLE -POLI...	281.70
001.1660.0300.0000	Central Office Supplies	157.39
001.1680.0403.0000	CONTRACTS	5,207.10
001.1989.0400.0000	PRINTING	108.03
001.3120.0300.0000	MAT SUPPLIES	29.53
001.3120.0317.0000	CLOTHING	2,071.12
001.3120.0420.0000	Crime Prevention	3,290.00
001.3310.0200.0000	EQUIPMENT	6,197.70
001.3310.0300.0000	MAT SUPPLIES	286.61
001.3410.0201.0000	EMS EQUIPMENT	70.52
001.3410.0300.0000	MEDICAL SUPPLIES	126.00
001.3410.0403.0000	CONTRACTS	1,885.00
001.3410.0405.0000	BUILDING MAINTENANC...	1,117.53
001.3410.0409.0000	EQUIPMENT REPAIR & ...	1,238.39
001.3410.0413.0000	TRAINING	15,400.00
001.3410.0417.0000	PROMOTIONAL CLOTHI...	76.90
001.5110.0300.0000	MAT SUPPLIES	389.00
001.5110.0403.0000	CONTRACTS	290.62
001.5132.0300.0000	DPW MAINTENANCE- RE...	4,352.81
001.5132.0403.0000	CONTRACTS	580.73
001.5142.0315.0000	SALT AND SAND	14,627.74
001.7140.0403.2020	CONTRACTS.MUNY BB	960.00
001.7140.0409.0000	EQUIP REPAIR & MAINT.	315.72
001.9060.0805.0000	HEALTH INSURANCE	270,587.24
002.8300.0302.0000	EQUIPMENT MAINTENA...	925.62
002.8300.0308.0000	CHLORINE	7,970.62
002.8300.0310.0000	LIQUID ALUM	6,345.00
002.8300.0319.0000	GENERAL MAINTENANCE	273.79
002.8300.0324.0000	METERS & PARTS	19,182.02
002.8300.0401.0000	UTILITIES	308.61
002.8300.0403.0000	CONTRACTS	3,085.00
002.8300.0404.0000	POSTAGE	320.00
002.8300.0415.0000	LAB TESTING	1,626.12
002.8300.0416.0000	TRAVEL-MEALS	437.50
002.8300.0444.0000	OFFICE TECHNOLOGY EX...	1,272.86
002.9060.0805.0000	HEALTH INSURANCE	32,114.11

Account Summary

Account Number	Account Name	Payment Amount
003.8110.0200.0000	EQUIPMENT	2,502.99
003.8110.0300.0000	MAT SUPPLIES	109.96
003.8110.0312.0000	POLYMER	14,720.00
003.8110.0329.0000	LIQUID IRON SALTS	12,501.35
003.8110.0400.0000	CONTRACTUAL SERVICES	81.32
003.8110.0400.0001	OTHER EXPENSE-PROFES...	500.00
003.8110.0401.0000	UTILITIES	18,593.04
003.8110.0403.0000	AUDIT CONTRACTS	1,250.00
003.8110.0404.0000	FISCAL BONDING FEES	8,137.00
003.8110.0405.0000	BUILDING MAINTENANC...	89.11
003.8110.0411.0000	VEHICLE MAINTENANCE	484.71
003.8110.0415.0000	LAB TESTING	3,048.00
003.8110.0418.0000	MEALS	440.00
003.8110.0435.0000	PAYMENTS OTHER CO...	198.96
003.8110.0444.0000	OFFICE TECHNOLOGY EX...	549.77
003.8110.0445.0000	TECHNOLOGY/INTERNET...	5.72
003.9060.0805.0000	HEALTH INSURANCE	21,599.30
005.3120.0400.0023	Police RVCI Grant Expen...	1,110.70
005.5110.0404.0022	2022 Higinbotham Brook...	32,616.50
005.8300.0401.0022	2022 Lake Street Pump S...	17,493.00
027.3410.0400.0000	Fire CME Expenses	5,721.97
030.5110.0409.0000	Higinbotham Brook Final...	10,000.00
031.8020.0400.0000	DRI-HCR BAF - Consultan...	1,960.00
	Grand Total:	595,388.35

Project Account Summary

Project Account Key	Payment Amount
None	595,388.35
Grand Total:	595,388.35

1. MONTHLY REPORTS

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

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

Ayes:

Nays:

MOTION CARRIED

2. COMMUNITY GARDEN PLOTS-ESTABLISH APPLICATION PROCESS AND FEE

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

WHEREAS, in 2016, the Federal Emergency Management Agency (hereinafter "FEMA") completed its review of the New York State Division of Homeland Security and Emergency Services' submission of the Hazard Mitigation Grant Program (hereinafter "HMGP") sub-grant application from the City of Oneida and approved funding for the acquisition and demolition of 154 properties meeting HMGP eligibility criteria; **and**

WHEREAS, in accordance with such approval, the City of Oneida, upon acquisition, demolished and removed all of above ground structures, disposed of demolition debris, performed site restoration, and imposed deed restrictions requiring that the properties acquired be permanently converted to open space and unavailable for future development; **and**

WHEREAS, FEMA has approved the use of the parcels acquired through the HMGP for community garden plots; **and**

WHEREAS, to cover the administrative costs incurred for the community garden plot use, the City of Oneida Common Council does desire to impose an annual permit and fee, upon submission of a satisfactory application.

NOW THEREFORE, be it hereby

RESOLVED, that to facilitate the community garden use and ensure the use of such plots in a manner that is equitable, effective, and efficient, the City of Oneida Common Council does hereby establish an application process for an annual permit, which shall be subject to the payment of a fee to cover the administrative costs realized by the City; **it is further**

RESOLVED, that upon submission of an application for an annual permit, which shall be received and processed on a first-come first-served basis, the annual fee to be charged is hereby set at \$20.00 per each individual 4' X 8' plot utilized for the season.

Ayes:

Nays:

MOTION CARRIED

3. **BOARD APPOINTMENT-BOARD OF ASSESSMENT REVIEW**

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

RESOLVED, to appoint Mark Flynn, 341 Broad St., Oneida, NY to the Board of Assessment Review to fill the vacancy of the late Douglas Lippert. The term will expire on September 5, 2027.

Ayes:
Nays:

MOTION CARRIED

4. BOARD REAPPOINTMENT-WATER BOARD

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

RESOLVED, to approve the reappointment of Sandra Hicks, 238 Valenti Country Estates, Oneida, NY to the Water Board for a 5-year term.

Ayes:

Nays:

MOTION CARRIED

5. REVOKE COMMON COUNCIL'S DESIGNATION OF ROBERT BURNETT, DIRECTOR OF CODE ENFORCEMENT, AS ACTING CITY MANAGER AND DESIGNATE JOHN MONAGHAN, WATER SUPERINTENDENT, AS ACTING CITY MANAGER

RESOLUTION 24-

Moved by Councilor

Seconded by Councilor

RESOLVED, the Oneida City Common Council does hereby revoke its designation on April 2, 2024, of the Director of Code Enforcement, Robert Burnett, as Acting City Manager, effective immediately; **be it further**

RESOLVED, that the Common Council does further, in accordance with Section 12.3 of the City Charter, designate Water Superintendent, John Monaghan, to the position of Acting City Manager, effective immediately.

Ayes:

Nays:

MOTION CARRIED

6. BUDGET TRANSFERS/AMENDMENTS

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

	<u>To</u>	<u>From</u>
	2024 Budget Adjustments	
\$	001.5110.0403.0000	001.0001.0912.0000
3,285.71	DPW Contracts	General Fund Balance

To allocate funds for emergency repair to DPW garage roof. A 10% portion blew off in wind storm

Ayes:

Nays:

MOTION CARRIED

7. GRANT APPLICATION-PARKS & RECREATION

RESOLUTION 24

Moved by Councilor
Seconded by Councilor

RESOLVED, to approve for the Director of Parks and Recreation to submit a grant application through Madison County Youth Bureau, Youth Sports, and Education Opportunity Funding for the purchase of equipment for the baseball and softball fields, bases, and infield drag.

Ayes:

Nays:

MOTION CARRIED

REQUEST FOR PROPOSALS

RFP 3-24

Youth Sports and Education Opportunity Funding (YSEF)
YSEF Additional Allocation
Youth Team Sports (YTS) Allocation

Youth Bureau OCFS Sports Funds



**Madison County
Purchasing Office
PO Box 635, 138 North Court Street
Wampsville, NY 13163**

PROPOSAL SUBMISSIONS ADDRESSED TO:

**Madison County Purchasing Office
PO Box 635, 138 North Court Street
Wampsville NY 13163
Purchasing@madisoncounty.ny.gov**

RFP 3-24

Youth Sports and Education Opportunity Funding (YSEF)
YSEF Additional Allocation
Youth Team Sports (YTS) Allocation

Youth Bureau OCFS Sports Funds

Electronic proposals will be due to the County Purchasing Office, Purchasing@madisoncounty.ny.gov or Madison County, PO Box 635, 138 North Court Street, Wampsville, NY 13163 on or before **1:00 p.m. on Friday, February 23, 2024.**

Completed proposals will be reviewed and evaluated by the County in anticipation of the awarding of a contract.

Madison County reserves the right to reject and/or waive any and all proposals and to waive any irregularities in procedure. If there are any questions concerning this request, please contact this office.

If you have any questions pertaining to this proposal, please contact Laurie Winters by phone at (315) 366-2247 or by email at Purchasing@madisoncounty.ny.gov.

REQUEST FOR PROPOSALS

<https://www.madisoncounty.ny.gov/bids.aspx>

DIRECT INQUIRES TO: Madison County Purchasing Office

PHONE NO: 315-366-2247

EMAIL: Purchasing@madisoncounty.ny.gov

RETURN PROPOSALS TO: purchasing@madisoncounty.ny.gov (preferred method)

Or Hard Copy to: Madison County Purchasing Office
PO Box 635, 138 North Court Street
County Office Building, Bldg. 4, 2nd Floor
Wampsville, NY 13163

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INTRODUCTION

The Madison County Youth Bureau is requesting proposals in three categories per the direction of the NYS Office of Children and Family Services (OCFS):

1. Youth Sports and Education Opportunity funding (YSEF)
2. YSEF Infrastructure Allocation (**one time allocation**)
3. Youth Team Sports (YTS) Allocation (**one time allocation**)

All NON-SPORTS RELATED applications must go through the RFPs for Youth Development Programming – Youth Bureau OCFS or Madison County Funds. See the Madison County Purchasing website for announcements.

All sports funding awards are guided by the following principles:

- Sports are effective tools in positive youth development and family engagement.
- Sports improve the lives of young people by promoting positive social, emotional, health and educational outcomes and have important life-long effects.
- Sports enable opportunities for young people to thrive through leadership roles.
- Coaching education greatly improves young people's sports experience and development outcomes.

Programs must:

- Serve youth who are residents of Madison County.
- Benefit as many youth in the community as possible.
- Provide a variety of sports for a broad range of youth in under-resourced communities where resources are scarce.
- Demonstrate basic competency in the areas of governance, monitoring and evaluation, partnership and financial stewardship.
- Collect registration data, including participant demographic information, as required by the Youth Bureau/OCFS in a manner that allows for accurate reporting of anonymized aggregate data.
- Have a child protection policy in place that includes adherence to local city, agency, school district and state child protection guidelines.
- Have a substance-free fundraising policy in place for fundraising associated with the program application.

ELIGIBLE APPLICANTS

YSEF: \$16,630

The Youth Bureau encourages a wide and flexible definition of sports that encompasses any organized activities with movement, including physical fitness activities such as yoga, hiking, dance, and active outdoors pursuits.

YSEF Infrastructure Allocation: \$10,344

Eligible expenses include one-time investments in infrastructure for physical activity. Examples include improvements to sport fields or courts, building a storage unit to maintain equipment, the purchase of

sporting equipment, or similar costs. Nonprofits using town, village or county fields can apply for funds to be used for field upgrades. Infrastructure improvements must benefit youth athletics.

Programs **eligible** for the two categories under YSEF must:

- Identify as a **non-profit organization or a municipality (village, town, city)**
- Provide structured sports activities for **youth ages 6-17**

YTS: \$22,234

YTS has a sole focus on team sports. For the purposes of YTS, a “**team sport**” is defined as an organized physical activity in which groups of two or more individuals are in competition with two or more opposing individuals. Sporting activities where individuals engage in competition on behalf of an organized group (such as singles tennis, team golf, or racing sports such as swimming or skiing) are included in this definition. This may include educational instruction necessary to prepare youth to participate in team sports. Applicants may use YTS funds toward YTS infrastructure.

Programs **eligible** for YTS must:

- Identify as a **nonprofit**
- Provide structured sports activities for **youth under age 18**

Organizations and activities **not eligible for any of the three funding categories** include:

- For-profit organizations or businesses
- Private foundations, as defined in section 509(a) of the U.S. Internal Revenue Code
- Organizations that discriminate based on age, ethnicity/race, political affiliation, religion, sexual orientation, gender, gender identity, physical or other disability, national origin or any protected characteristic under local, state and/or federal law
- Research or project planning activities
- Support for elite or private sports camps, programs, or teams
- Endowments, memorials, budget deficits, or fundraising activities
- Religious organizations whose sports programs do not have a secular and community focus
- Lobbying, political, or fraternal activities
- No pass through organization proposals

ELIGIBLE PROGRAMS

To ensure that funding is going to the intended population, distribution of funds is based on local need, giving consideration to factors including but not limited to the following:

- Historically under-resourced communities
- Public housing
- High rates of family homelessness
- Opportunity Zones or neighborhoods/cities/areas deemed “low-income” via externally available tools like the New York State Council on Children and Families Kid’s Well-Being Indicator Clearinghouse, etc.

- Marginalized communities or groups with higher barriers to participation in sports (e.g., youth with disabilities, girls, transgender/gender non-binary youth, lesbian, gay, bisexual and questioning identified youth)
- Federally and/or New York State-recognized tribes and tribal organizations
- Neighborhoods that experience higher rates of crime and violence and poorer performing schools
- Additionally, priority consideration will be given to programs that serve youth identifying as Black, indigenous persons, and people of color and/or providers of adaptive sports for youth with physical disabilities.

All funded programs must aim to foster the following:

- Educational connection and achievement – More youth attending and completing school with increased attainment, including programs that have collegiate placement success.
- Physical health and well-being – Increasing physical activity and positive relationships to one's body and physical activity.
- Mental health and well-being – Improving outcomes related to youth mental health and social and emotional skills development and connectedness.
- Employment – Increasing qualifications and skills, such as collective problem solving, teamwork and dispute resolutions, which help prepare youth for suitable employment.
- Community cohesion – Breaking down barriers to reduce discrimination, crime and violence in communities and help young leaders emerge.

FUNDING PERIOD

To be eligible to receive funds offered in this Request for Proposals, services must include programming delivered April through September 2024.

REIMBURSEMENT PROCESS

Funding is reimbursement based. Agencies submit claims on forms provided by the Madison County Youth Bureau to the Youth Bureau Office monthly for approved program expenses that were incurred during that month. Claims should be received in the Youth Bureau Office by the 15th of the following month. Claims may be submitted on a quarterly basis if approved by the Youth Bureau Director. If approved, quarterly claims should be received in the Youth Bureau Office by the 15th of the month following the quarter. **The agency's fiscal contact may not be the same person as the person authorized to sign a claim.**

AVAILABLE FUNDING

This RFP utilizes OCFS funds up to the amount noted for each category to be distributed/divided to all quality applicants as noted under previous sections.

- Youth Sports and Education Opportunity Funding (YSEF): \$16,630
- YSEF Infrastructure Allocation: \$10,344
- Youth Sports Teams (YTS): \$22,234

USE OF FUNDS

For direct programs, funds may be used to help agencies pay for staffing and program supplies and other program operating costs needed to provide the proposed programs to the youth of Madison County under YSEF and YTS. YSEF Infrastructure funds are for one-time investments in infrastructure for physical activity. Please reference the full explanation under Eligible Applicants.

No more than 15% of the total budget can be used to fund all administrative costs under YSEF programming. The 15% administrative cap includes costs related to supervision, fiscal management, rent and all other costs not directly related to or having direct contact with youth. The 15% administrative cap is intended to ensure that the majority of allocated funds are used for the direct provision of services to youth. **There is no administrative cost reimbursement under YSEF Infrastructure or for YTS.**

All budget costs will require itemization and need to be justified in the required budget narrative.

Approved costs for **programming under YSEF and YTS** include but are not limited to the following:

- Coaches/instructors/direct service staff/mentors (including training/professional development)
- Equipment
- Educational programming costs
- Facility/field space cost
- Uniforms for YTS only

REPORTING AND INSURANCE REQUIREMENTS

Program agencies will be required to maintain adequate program records to report on program activities and participant outcome attainment on a quarterly and annual basis using forms provided by the Madison County Youth Bureau. Failure to adequately document the provision of services and outcome attainment could result in the loss of funding. Program agencies will be required to maintain insurance coverage adequate to program activity as noted by Madison County.

Protected Information:

All protected information must be included in this section of the proposal response. Do not incorporate protected information throughout the proposal. Rather, provide a reference in the proposal response directing reader to the specific area of the Protected Information section.

Overview of the Solicitation Process:

This section identifies the information that all bidders must include in their proposals to Madison County.

- All inquiries concerning this solicitation should be addressed to the following:
 Madison County Purchasing Office
 Laurie Winters
 138 North Court Street, PO Box 635
 Wampsville NY 13163
 (315) 366-2247
Purchasing@madisoncounty.ny.gov

All questions should be submitted in writing, citing the particular proposal section and paragraph name. Prospective Bidders should note that all clarifications and exceptions including those relating to the terms and conditions of the contract are to be resolved prior to the submission of a proposal. Answers to all questions of a substantive nature will be given to all prospective bidders in the form of a formal addendum which will be annexed to and become part of the resultant contract.

- For the purposes of evaluation, each proposal must be submitted in two (2) parts. Part I consists of the Technical Submittal/Narrative and Proposal Signature Page. Part II consists of the Cost Submittal. Each part must be complete in itself in order that the evaluation of both parts can be accomplished independently and concurrently and that the Technical submittal/Narrative can be made strictly on the basis of its merits. Cost information is **not** to be included in Part I. All prices must be inclusive of all costs necessary or incidental for proper performance under this contract. At least one of the pricing proposal pages must be original and have an original signature.
- The evaluation and selection of a Vendor will be based on the information submitted in the Vendor's proposal or oral presentations and such other information gathered by or made available to Madison County through the evaluation process.
- The rules established for proposal content and format will be enforced. Variations from the rules prescribed herein may subject the respondent to outright disqualification. It is in the best interests of the respondent to become familiar with the constraints imposed on its proposal so that the evaluation process can proceed in a timely manner.
- Note that proposals are subject to Madison County's procurement rights as detailed in the County's Rights to Proposals and all rules set forth in this and other sections of this RFP.
- ALL PROPOSALS MUST BE COMPLETED IN INK OR MACHINE PRODUCED. PROPOSALS SUBMITTED HAND WRITTEN IN PENCIL WILL BE DISQUALIFIED. The Issuing Office prefers that the proposals not be hand written, but this is not mandatory provided the respondent uses ink or an indelible pen.

Submission of Proposals - Electronic is preferred, but not mandatory

1. One copy of the proposal should e-mailed (preferred) or mailed to:
purchasing@madisoncounty.ny.gov or Laurie Winters, Madison County Purchasing Agent
 P.O. Box 635
 Wampsville, NY 13163
2. Proposals should be received by the County no later than **1:00 p.m. on Friday, February 23, 2024.**

All proposals and accompanying documentation will become the property of Madison County and will not be returned. The content of each bidder's proposal will be held in strict confidence during the bid evaluation process, and no details of any proposal will be discussed outside the evaluation process. The successful bidder's proposal and a copy of the specification will be made part of the contract. Therefore, an official authorized to commit the company to a contract must sign the proposal.

Facsimile Bids

Will not be accepted.

Misinterpretation

Prior to submission of a proposal, it is the responsibility of each proposer to become familiar with the requirements of this RFP. No Proposer may plead misunderstanding or deception because of the misinterpretation of estimates, scope of work, or other issues related to this request.

Deadlines

One (1) electronic copy (or hard copy) of Part I and II must be received by the County by no later than **1:00 P.M.** on **Friday, February 23, 2024**. Proposals received after this deadline will not be eligible for consideration.

Electronic Proposals should be sent to Purchasing@madisoncounty.ny.gov (Preferred)

Or Hard copy to:

Madison County Purchasing Office
PO Box 635, 138 North Court Street
County Office Building, Bldg. 4, 2nd Floor
Wampsville, NY 13163
(315) 366-2247

Contract

The County intends to develop its own contract for this service. The final contract will involve, at a minimum, the terms and conditions set forth in this Request for Proposal including the general conditions, and may include those reflected in the specific proposal submitted. The content shall be the exclusive source of the Proposer's rights and remedies and shall supersede any and all prior writings, negotiations or agreements of any kind.

Cancellation

Madison County retains the right to cancel any contract without cause provided the Contractor is given at least thirty (30) days' notice of intent to cancel. This provision should not be understood as waiving the County's right to terminate the contract for cause or stop work immediately for unsatisfactory work, but is supplementary to that provision. The County shall have the right to postpone, suspend, abandon, or terminate the contract and such action shall be in no event deemed as breach of contract. In the event of any termination, postponement, delay, suspension, or abandonment, the contractor shall deliver to the County all data, reports, plans, or other documentation related to the performance of the contract, including, but not limited to guarantees, warranties, plans, and shop drawings. In any of these events, the County shall make settlement with the contractor upon an equitable basis as determined by the County and shall fix the value of the work which was performed by the contractor prior to postponement, suspension, abandonment, or termination of the contract. This clause does not apply to the contract if the contract contains other provisions applicable to the postponement, suspension, or termination.

Timeline and Calendar of Events:

	Action	Date
1.	Issue of RFP	Monday, January 29, 2024
2.	Deadline to submit questions	Monday, February 12, 2024 by 9 a.m.
3.	Final Addenda Issued	By Friday, February 16, 2024
4.	Proposal Due Date	Friday, February 23, 2024 by 1:00 p.m.
5.	Finalist Selected	Tentatively end of March

Madison County reserves the right to change the schedule of events**Anticipated Start Date and Term of Contract:**

The term of this contract will be starting April 1, 2024 through September 30, 2024. Expenditures are required to be complete by September 30, 2024.

Method of Award:

All proposals received shall be subject to an evaluation by Madison County. Madison County desires to select the bidder who will provide the "best value" taking into consideration the most beneficial combination of qualifications, services and budget and who has met the requirements of this RFP. Only proposals judged to be responsive to the submission requirements set forth in this RFP will be evaluated.

Evaluation Criteria:

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. An award will be made to the Proposer whose offer is judged to be the most advantageous to the County. A selection committee will review, analyze and evaluate all proposals and score them in accordance with the criteria described below. If needed, additional information may be requested from one or more Proposers. Interviews and contract negotiations may be conducted with one of more Proposers by use of numeral and narrative scoring techniques. It is the intent of the County to evaluate proposals against the factors specified below. The relative weights of the criteria are based on a 100-point scale.

The County reserves the right to change the evaluation process described above if circumstances dictate this or it is otherwise in the best interest of the County to do so.

Madison County reserves the right to accept or reject any or all proposals received as a result of this request, to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received, to negotiate with all qualified Proposers, or to cancel in part or in its entirety this Request for Proposal if it is deemed in the best interests of the County to do so.

Madison County may award a contract based upon the proposals received without discussion of such proposals with proposers. Each proposal should therefore be submitted with the most favorable terms the proposer can make to the County.

The RFP documents and Notice of Award shall be the agreement between the County and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing "with respect to" any such matter.

All areas in yellow note required forms/attachments. For ease of review, whenever possible, please include all information (narrative, budget, and attachments) in **one Word document**. All required content must be included. Links to content will not be reviewed.

All applicants must complete OCFS-5011, Universal Application for Youth Sports Funding, please see Part II - Required Submission Pages. All information requested in this form must also be included in the application where asked, regardless of whether it is already stated in OCFS-5011. A Word and PDF version of this form is accessible at <https://ocfs.ny.gov/programs/youth/sports.php> as there are multiple required sections separate and distinct from the content required below. All required content must be completed, the form signed, and the form included in your submission.

Agency

Director (if different from contact person for application as noted on OCFS-5011)

Official Agency Mailing Address

Program Name

Funding Category Requested

Amount Requested

Program Summary (5 points)

Summary should provide a full program description and relay the expected impact. The summary should serve as a stand-alone description highlighting all program information.

Need Statement (5 points)

Describe the specific local youth need(s) or problem(s) that the proposed program is intended to address. The Need Statement should be supported by documentation of local or programmatic statistics that references the youth need(s) as included in the Teen Assessment Project Survey Report data accessible at <https://www.madisoncounty.ny.gov/DocumentCenter/View/9945/Madison-County-2018-Teen-Assessment-Project-Report-PDF> or youth related county resource data generated by a county department or agency. Generalized unsourced statements are not proof of need.

Target Population (5 points)

Describe the characteristics of the youth to be served by this program. Include:

- number of youth the program is designed to serve
- demographics of target population (specific sex, age, race/ethnicity, primary language)
- geographic area from which youth will be recruited
- document how it was determined that this population met factors described under Eligible Programs, intended populations

Program Design (15 points)

Include the following information for your program.

- Location of the program. Where will participant activities take place?
- Days and hours of operation during the program period.
- Length of time youth will participate. Is it open ended or do participants leave program once the desired participant outcome has been attained?
- Whether the program coordinates or collaborates with other community-based services to accomplish its mission and a listing of those collaborators.
- How this program differs from other similar programs/services available to the target population. What makes this program unique?
- Provide a copy of your child protection policy
- Provide a copy of your substance-free fundraising policy (reference Attachment 3 – SAMPLE Substance Free Fundraising Policy)

Features of Positive Developmental Settings (10 points)

Features of Positive Developmental Settings is not required for applications requesting any or all the YSEF Infrastructure Allocation, \$10,344. If you are applying for this funding, skip to Life Areas, Goal, Objectives, Participant Outcomes.

All applicants requesting all or part of Youth Sports and Education Opportunity Funding (YSEF), \$16,630, and Youth Sports Teams (YTS), \$22,234, must complete this and all remaining sections.

Describe how the 8 Features of Positive Developmental Settings, which according to research conducted by the National Research Council are essential elements of quality Youth Development programs, **are integrated into your program design** (see Appendix A for a description of each of the 8 features). **Be as specific and succinct as possible in your description using program examples in each feature description.**

Describe how the 8 Features of Positive Developmental Settings, which according to research conducted by the National Research Council are essential elements of quality Youth Development programs, **are integrated into your program design** (see Appendix A for a description of each of the 8 features). **Be as specific and succinct as possible in your description using program examples in each feature description.**

Features of Positive Developmental Settings:

1. *Physical and Psychological Safety*
2. *Appropriate Structure*
3. *Supportive Relationships*
4. *Opportunities to Belong*
5. *Positive Social Norms*
6. *Support for Efficacy and Mattering*
7. *Opportunities for Skill Building*
8. *Integration of Family, School and Community*

Describe how the program will foster educational connection and achievement, physical activity and well-being, mental health and well-being, employment and community cohesiveness. This content may be duplicated on/from OCFS-5011.

Performance Measures (5 points)

For each of the three performance measures below, state the anticipated outcome the program will seek to meet in estimated numbers and percentages.

- Performance measures:
 - How Much: Number of youth participating (unduplicated)
 - How Well: Percent of youth completing the program
 - Better Off: Number and percent reporting they have improved their ability to socialize/interact with peers/family/other members of the community

Activities (5 points)

List the specific activities that youth will participate in that will help them achieve the participant outcomes listed above. Note who will be responsible for conducting these activities.

The following two sections, Evaluation Tools and Monitoring, are not required for applications requesting any or all the YSEF Infrastructure Allocation, \$10,344. If you are applying for this funding, skip to Personnel/Volunteers and complete this and all remaining sections as relevant to infrastructure information.

All applicants requesting all or part of Youth Sports and Education Opportunity Funding (YSEF), \$16,630, and Youth Sports Teams (YTS), \$22,234, must complete all remaining sections.

Evaluation Tools (5 points)

Describe the instrument(s) that will be used to document performance measures. Describe the source of the instrument(s). Note if instrument(s) used is/are validated or self-developed. Note how often the instrument(s) will be used to track participant progress. **Satisfaction surveys alone are not acceptable as a measure of outcomes. Submit a copy of all evaluations and tools** being used to track outcome measures with your proposal. All tools must be submitted with the proposal. Include a list here.

Monitoring (5 points)

Note who will be responsible for making sure that participant progress is tracked and documented as described. Describe the process to be used and how often the proposed program activities will be monitored. Describe how records are maintained and documented. **This does not include Program Quality Assessment (PQA) completed by the Madison County Youth Bureau which is completed on all new programs. If you have been observed by the Youth Bureau using the PQA within the last five years, explain the results and how you have utilized the results.**

Personnel/Volunteers (5 points)

- Include job descriptions for positions being funded through this proposal as well as other key positions that have an effect on program design.

- Indicate whether funded positions will receive or have received recent training in youth development topics such as: conflict resolution, social/emotional development, focus on youth strengths, resiliency.
- If applicable, provide information on any volunteers who will be directly involved in the program. Include how volunteers will be screened and trained, what duties they will perform and how their work will be supervised.

Budget (10 points)

Complete the Proposal Pricing Page (included in required submission pages)

No more than 15% of the total budget can be used to fund all administrative costs under YSEF programming. The 15% administrative cap includes costs related to supervision, fiscal management, rent and all other costs not directly related to or having direct contact with youth. The 15% administrative cap is intended to ensure that the majority of allocated funds are used for the direct provision of services to youth. There is no administrative cost reimbursement under YSEF Infrastructure or for YTS.

Requests of funds must be in dollar amounts and no cents.

Budget Narrative (10 points)

In addition to content included on OCFS-5011, all budgeted costs require itemization and need to be justified. It is the intent of the funding to cover program costs so that no fee is charged to the youth.

- Provide a budget narrative justifying all line items contained on the Proposal Pricing Page (included in Part II). All items should be described in sufficient detail, specific cost included, to enable the proposal raters to determine if the costs are reasonable and allowable. Space rental should not be included for agency-owned space.
- Indicate which staff is being paid with funds and indicate the amount/percentage of time assigned to the program.
- If the grand total of the program (Total Program Budget column) is more than the Total Funds Requested column, please describe how you determined costs for inclusion in the Total Funds Requested column.
- List if other sources of funding are being utilized toward the program and estimated amounts anticipated for this program. This will enable the proposal raters to better understand how/if you are working with other sources to meet the total cost of the program. If no other sources exist, please state this.
- Note if this program normally charges a fee and what the fee is when not applying for support. If you have a scholarship program, include the form, note how eligibility is determined, and how many youth will be able to participate without cost under scholarships applied under this funding. No fee should be charged to the scholarship recipient.
- Note the perceived impact if this funding is not allocated.

Board of Directors, Agency Mission, Qualifications and Past Accomplishments (5 points)

Provide a current list of your Board of Directors including: Name, Board Position, Home Address, Employer's Name, and any relevant Professional or Community Affiliations. Include in the body of the

application or as an attachment. Identify any Youth Members (under age 21). Identify any consultation with a youth advisory group.

Briefly describe the agency's mission and past accomplishments in providing services to the target population or a similar program to another population. Discuss the agency's unique organizational strengths (fiscal, administrative, staffing, networking, collaborative efforts, etc.) that qualify it to deliver the services described and to achieve the desired participant and program outcomes.

Proposal Document (10 points)

The proposal submission is detailed, all required sections are complete, and all attachments are provided.

Qualification of Bidders:

Each Proposer must be prepared to present satisfactory proof of his/her capacity and ability to successfully complete the requirements of this solicitation.

The County reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any Proposer to complete the requirements of this solicitation. A review may include but not be limited to inspection of the Proposer's facilities and equipment, references or previous contract performance with the County or others.

The County reserves the right to reject any proposal when the Proposer cannot satisfy the County as to their ability to perform, or for any of the following reasons:

- Failure to comply with any pre-qualification requirements of the County, if such regulations are cited or otherwise included in this solicitation as a requirement.
- Failure to satisfy the requirements of this RFP.
- Failure to settle all due bills for labor or materials related to previous contracts with the County.
- The Proposer defaulted under previous contracts with the County.
- If it is determined that the Proposer is already obligated for the performance of other work which would delay the commencement, prosecution, or completion of the services required.
- Lack of sufficient personnel, assets, or financial resources necessary to provide the services successfully as revealed by either financial statements or experience.
- Evidence of Collusion among Proposers.

New York State Sexual Harassment Laws

By submission of this Bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the NYS labor law. A model policy and training has been created by the NYS Department of Labor and can be found here:

<https://www.ny.gov/programs/combating-sexual-harassment-workplace>

Reserved Rights:

- By submitting a proposal, the Bidder covenants not to make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the specification, or because of any misinformation or lack of information. Madison County has the following prerogatives with regard to proposals submitted:
 - to accept or reject any or all proposals;
 - to correct any arithmetic errors in any or all proposals;
 - to change the proposal's due date upon appropriate notification to all prospective bidders;
 - to adopt any or all of a successful bidder's proposal;
 - to negotiate with the selected bidder prior to contract award
 - beginning of contract negotiations with another bidder should Madison County be unsuccessful in negotiating a contract with the selected contractor within 45 calendar days

- PLEASE NOTE THAT THE COUNTY WILL NOT PROVIDE VERBAL RESULTS OF ANY RFP. REQUESTS FOR COPIES OF THE FINAL AWARD OR RELATED DOCUMENTS MUST BE SUBMITTED IN WRITING TO THE MADISON COUNTY PURCHASING DEPARTMENT. RESPONSES WILL BE PROVIDED AS SOON AS POSSIBLE.

- While it is the County's express intention to issue a fair and competitive document, the County reserves the right to waive specific requirements of this solicitation when such waiver is deemed to be in the County's best interest. This Request for Proposal does not commit Madison County to award a Contract or pay any costs incurred by a proposer in the preparation of a proposal. Any Proposer who submits a proposal in response to this solicitation does so at their own expense including attendance at subsequent meetings to discuss their proposal.

Method of Issuing Clarifications or Modifications to the RFP:

Formal requests for clarification of this Request for Proposal or questions regarding the terms of this Request for Proposal should be directed in writing to the Madison County Purchasing Office, 138 North Court Street, PO Box 635, Wampsville, New York 13163 or purchasing@madisoncounty.ny.gov. Any information given to a Proposer in response to a formal request will be furnished to all Proposers as an amendment to this solicitation if such information is deemed necessary for the preparation of proposals, or if the lack of such information would be detrimental to the submission of uniform proposals. Only such amendments when issued by the County Purchasing Office will be considered as being binding on the County. Verbal explanations or instructions given by a County employee to a Proposer in regard to this solicitation shall not be binding on the County, and shall be considered informal unless confirmed in writing by the Purchasing Office. The County will issue no response to any request for clarification received within seven (7) days of the proposal due date.

Attachments

- ❖ Attachment 1 – General Conditions
- ❖ Attachment 2 – **SAMPLE ONLY** – Agreement Template DSS & YB
- ❖ Attachment 3 – **SAMPLE** Substance Free Fundraising Policy Materials
- ❖ Part II – Required Submission Pages
 - Proposal Signature Page
 - Proposal Pricing Page
 - NYS OCFS-5011 Form
 - Signature/Non-Collusive Statement
 - Certification of Compliance with the Iran Divestment Act

Requested Documents:

Please note the type of file requested and the maximum upload file size is **24 MB (including the e-mail)**. **If you have to send more than one e-mail, please do so. The file should be a PDF.**

APPENDIX A

Appendix A

Features of Positive Youth Developmental Settings

Physical and Psychological Safety

Safe and health-promoting facilities; practice that increases safe peer group interaction and decreases unsafe or confrontational peer interactions. Examples:

- The emotional climate of the session is predominantly positive (e.g., mutually respectful, relaxed, supportive; characterized by teamwork, camaraderie, inclusiveness, and an absence of negative behaviors).
- The program space is free of health and safety hazards.
- Written emergency procedures and exits are posted in plain view.
- Access to indoor and outdoor program space is supervised during program hours.

Appropriate Structure

Limit setting; clear and consistent rules and expectations; firm enough control; continuity and predictability; clear boundaries, and age appropriate monitoring. Examples:

- Staff explains all activities clearly (e.g., youth appear to understand directions; sequence of events and purpose are clear).
- There is an appropriate amount of time for all of the activities (e.g., youth do not appear rushed; most youth who are generally on task finish activities; most youth do not finish significantly early with nothing planned to do).
- Staff shares control of most activities with youth, providing guidance and facilitation while retaining overall responsibility (e.g., staff uses youth leaders, semiautonomous small groups, or individually guided activities).
- Staff provides an explanation or reason for every behavioral expectation, guideline or direction given to youth.
- Guidelines for behavior (e.g., attire and standards of respect and cultural awareness) are developed by youth and staff together.
- Rules and behavioral expectations are readily available and the staff reviews them with participants over the course of the program offering (e.g. at the beginning of every session or whenever infractions are likely to occur).

Supportive Relationship

Warmth; closeness; connectedness; good communication; caring; support; guidance; secure attachment, and responsiveness. Examples:

- Staff uses a warm tone of voice and respectful language.
- Staff is actively involved with youth (e.g., they provide directions, answer questions, work as partners or team members, check-in with individuals or small groups).
- Staff provides youth a structured opportunity to talk about (or otherwise communicate) what they are doing and what they are thinking about to others.
- New staff participates in pre-service orientation activities which include elements of youth development.

Opportunities to Belong

Opportunities for meaningful inclusion regardless of one's gender, ethnicity, sexual orientation, or disabilities; social inclusion, social engagement, and integration; opportunities for socio-cultural identity formation; and support for cultural and bicultural competence. Examples:

- There is no evidence of bias, but rather there is mutual respect for and inclusion of others of a different religion, ethnicity, class, gender, ability, appearance or sexual orientation.
- Youth have structured opportunities to get to know each other (e.g., there are team-building activities, introductions, personal updates, welcomes of new group members, icebreakers, and a variety of groupings for activities).
- Activities include opportunities for all youth to work cooperatively together.

Positive Social Norms

Rules of behavior, expectations, injunctions, ways of doing things, values and morals, and obligations for service. Examples:

- Youth do not exhibit any exclusion or staff successfully intervenes if exclusive behavior occurs (e.g., staff introduces newcomer to other youth and they then include her, staff successfully suggests including a lone youth in a game).
- Youth strongly identify with the program offering (e.g., hold one another to established guidelines, use ownership language, such as "our program," engage in shared traditions such as shared jokes, songs, gestures).
- Activities include structured opportunities (e.g., group presentations, sharing times, recognition celebrations, exhibitions, performances) to publicly acknowledge the achievements, work, or contributions of at least some youth.
- The organization has explicit conflict resolution policy or procedure that consists of several steps that staff uses when addressing conflict including: (1) approaches youth conflicts in a non-threatening manner (i.e. approaches calmly, stops hurtful actions, and acknowledges youth feelings); (2) seeks input from youth to determine cause and solution of conflict; (3) examines relationship between actions and consequences; (4) follows up with those involved afterward.

Support for Efficacy & Mattering

Youth-based; empowerment practices that support autonomy; making a real difference in one's community, and being taken seriously. Practices that include enabling, responsibility granting, and meaningful challenge. Practices that focus on improvement rather than on relative current performance levels. Examples:

- Program activities lead (or will lead in future sessions) to tangible products or performances that reflect ideas or designs of youth.
- Staff provides all youth one or more opportunities to lead a group.
- Staff provides multiple opportunities for youth (individual or group) to make plans for projects and activities.
- Staff provides opportunities for all youth to make at least one open-ended choice (content or process) within the content framework of the activities (e.g., youth decide topics within a given subject area, subtopics, or aspects of a given topic; youth decide roles, order of activities, tools or materials, or how to present results).

- Staff engages all youth in an intentional process of reflecting on what they are doing or have done (e.g., writing in journals; reviewing minutes; sharing progress or feelings about the experience).

Opportunities for Skill Building

Opportunities to learn physical, intellectual, psychological, emotional, and social skills; exposure to intentional learning experiences, opportunities to learn cultural literacy, media literacy, communication skills and good habits of mind; preparation for adult employment, and opportunities to develop social and cultural capital. Examples:

- Activities involve youth in engaging with (creating, combining, reforming) materials or ideas or improving a skill through guided practice.
- Youth are encouraged to try out skills or attempt higher levels of performance.
- When youth struggle (with errors, imperfect results or failure), staff provides learning supports or encouragement.

Integration of Family, School, and Community Efforts

Coordination, communication and links between family, school and broader community. Examples:

- Family members are formally welcomed as part of the program (e.g., there is an open-door policy, families are given opportunities to volunteer or participate, there is an orientation on program enrollment).
- Staff has intentional or established ways of communicating with families (e.g., conferences, communicate about youth academic and social or emotional goals, newsletters and phone calls).
- Communication with schools occurs to better coordinate supports and opportunities for youth.
- Communication with other community organizations occurs to better coordinate supports and opportunities for youth.
- The organization actively builds links to the community (e.g. seeks new participants within the community; seeks opportunities for youth to participate in community service; pursues new opportunities for community members to support the program i.e. donation of time, space, materials, financial support, etc.).

8. TO APPLY FOR FUNDING UNDER ROUND 8 OF THE RESTORE NY COMMUNITIES' INITIATIVE MUNICIPAL GRANT PROGRAM FOR THE REHABILITATION OF MADISON STREET

RESOLUTION 24-

Moved by Councilor

Seconded by Councilor

WHEREAS, the City of Oneida is eligible for grant funding under Round 8 of the Restore NY Communities Initiative Municipal Grant Program, and

WHEREAS, the City Council has considered proposals that qualify for funding under the program and selected one project to be included in an application that will be submitted to Empire State Development Corporation (ESDC) as follows: The rehabilitation of the following properties on Madison Street: 126 Madison Street parcel id number 30.72-1-63; 136 Madison Street parcel id number 30.72-1-64; 138 Madison Street parcel id number 30.72-1-65; 140 Madison Street parcel id number 30.72-1-66 (Madison Street Revitalization Project). The project will rehabilitate the 30,468 sq.ft. structure into mixed-use buildings containing commercial uses on the first floor, and 28 live work units.

WHEREAS, this project is consistent with all existing local plans, the proposed financing is appropriate for the project, the project will facilitate effective and efficient use of existing and future public resources so as to promote both economic development and preservation of community resources and the project develops and enhances infrastructure and/or other facilities in a manner that will attract, create and sustain employment opportunities in City of Oneida.

NOW, THEREFORE, it is

RESOLVED AND DETERMINED, that the Common Council hereby supports and will sponsor an application for Restore NY funding for the Rehabilitation of the following properties on Madison Street: 126 Madison Street parcel id number 30.72-1-63; 136 Madison Street parcel id number 30.72-1-64; 138 Madison Street parcel id number 30.72-1-65; 140 Madison Street parcel id number 30.72-1-66 in Oneida, NY 13421 and will administer the grant in accordance with all applicable rules and regulations established by ESDC, and

RESOLVED AND DETERMINED, that the City Manager or Acting City Manager of the City of Oneida is hereby authorized to submit applications, expend funds including application fees, and sign any agreements required by ESDC for grant funding that results from the application.

RESOLVED AND DETERMINED, that the Common Council shall conduct a public hearing as to the enactment of the proposed application at the Oneida City Hall located at 109 North Main Street, Oneida, New York on May 7, 2024, at 6:30 p.m., or as soon thereafter as the matter can be heard, at which time all persons interested in the subject shall be heard; and it is further

RESOLVED, that notice of said public hearing and shall be provided at least five (5) days prior to the date of said public hearing in a newspaper of general circulation within the City of Oneida.

Ayes:

Nays:

MOTION CARRIED

9. MEDICARE PART B REIMBURSEMENT

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

RESOLVED, to reimburse John R. Deschamps \$6,076.80 for the increase in his Medicare Part B premium reimbursements for the period of 2018-2023.

Ayes:

NAYS:

MOTION CARRIED

10. APPOINT SPECIAL COMMITTEE-CITY MANAGER SEARCH COMMITTEE

RESOLUTION 24-

Moved by Councilor
Seconded by Councilor

WHEREAS, having been vacated by the resignation of the Interim City Manager, the City of Oneida is commencing the process of searching for a qualified City Manager to fill such position; and

WHEREAS, the Oneida Common Council deems it desirable to provide some assurance to City residents that the search for a City Manager will be conducted in an open and competent manner.

NOW, THEREFORE, it is

RESOLVED AND DETERMINED, that to facilitate the effective and efficient search for a qualified City Manager, the following procedure shall be implemented:

1. The Mayor, pursuant to Section 3.11(B) of the Oneida City Charter, shall appoint a special committee to conduct the search for a City Manager, the "City Manager Search Committee" (the "Committee"), subject to the approval of the Common Council, consisting of the following individuals:
 - a. two senior members of the Common Council;
 - b. the Oneida Chief of Police and City Engineer;
 - c. one officer, who shall be selected from of one of the unions with which the City has collective bargaining units; and
 - d. and two residents of the City of Oneida.

The members of the Committee shall select a Chairperson and Vice-Chairperson by majority vote.

2. The City shall advertise and solicit applications from persons interested in being considered for the position of the City Manager of the City of Oneida, consistent with the PURPOSE, as set forth in Local Law No. 6 of 2023, that "[a] full time city manager has the education and experience to administer the City of Oneida's operations in managing departments and preparing budgets. A professional manager who understands how to motivate and evaluate staff will make the City of Oneida more responsive to citizens and better enable the City to hire and maintain qualified individuals," and who meet the qualifications as set forth in the Oneida City Charter Section 12.1, which provides that "[t]he City Manager shall be appointed solely on the basis of executive and administrative qualifications for the duties of the office. Prior to the appointment, the City Manager shall be qualified by at least five (5) years management experience and must have a Bachelor's degree in business and/or public administration or substantially similar field. The City Manager need not be a resident of the City, but it is preferred."
3. Recognizing the possibility that no candidate for the position of City Manager may have experience in all of the following, experience in the following is desirable:
 - a. Five years of employment experience in a municipality located in New York State with progressive increases in level of responsibility for personnel and budgets;

- b. Possession of a Master of Public Administration or Master of Business Management from an accredited institution of higher learning; and
 - c. Experience in managing municipal employees subject to New York State Civil Service Law and public employee collective bargaining, including, but not limited to, negotiating, and implementing contracts with public employee unions, public employee discipline, hiring in compliance with Civil Service requirements and decisions rendered by the Public Employment Relations Board.
4. The Committee shall review all applications and supporting documents, and shall invite all applicants who satisfy the Bachelor's degree and five years of management experience to be interviewed, either in person or virtually, at his or her expense, by the Committee.
5. The Committee shall select those applicants that the Committee by majority vote desires to interview in person.
6. Those candidates selected for in person interviews shall be interviewed as follows (not necessarily in the following order):
 - a. Candidates shall be interviewed, for at least one hour, by all Department heads who chose to participate, chaired by the Committee Chairperson;
 - b. Candidates shall be interviewed by the Committee in a meeting scheduled for one hour; and
 - c. Candidates shall make a 10–15-minute presentation to members of the public regarding his/her qualifications, experience, why he/she wants to be City Manager of Oneida, and goals for his/her first six months as City Manager if appointed, and answer question and engage in dialogue with such members of the public for at least 45 minutes. This opportunity for members of the public shall be publicized with at least 10 days' notice, shall be conducted in the City Council Chamber in City Hall and chaired by the Committee chair or, if the Committee Chair is unavailable, the Mayor. Councilors and members of the Committee may participate.
 - d. Candidates shall be interviewed, presided over by the Mayor, by Councilors who wish to participate, for up to one hour, subject to mutual agreement to extend the length of this interview, with each candidate making a 10-15 minute presentation to the Councilors regarding their qualifications, experience, why they want to be City Manager of Oneida, his/her understanding of the role of City Manager, and goals for their first six months as City Manager if appointed, contract terms, and answer question and engage in dialogue with Councilors for up to 45 minutes. Such interview with the Councilors shall be in an executive session duly entered into from a regular or special meeting conducted in accordance with the City Charter and the Open Meetings Law. Members of the Committee shall be invited to attend as observers.
7. After the interview process has been completed, the Committee shall solicit and receive comments from the Department heads, the Councilors, and the public.
8. The Committee shall review all documents, comments, and input received, and recommend in writing three candidates to the Common Council, ranked first, second and third with a summary of each of the three candidates and the reasons why the Committee ranked them in the recommended order.

9. The Common Council in executive session shall reject recommended candidates or independently rank the remaining recommended candidates in preferred order and authorize the Mayor to offer the position of Oneida City Manager first to the Council's first preferred candidate, consistent with the approved budget for such position in the 2024 City of Oneida budget and to negotiate terms of a contract. If the Council's first ranked candidate declines the offer, then the Mayor is hereby authorized to make the offer to and negotiate with the Council's second preferred candidate, and so on with the third Council ranked candidate. The contract of employment with the City Manager is subject to approval by the Common Council.

Mayor Rossi _____
Councilor Szczerba _____
Councilor Laureti _____
Councilor Hitchings _____
Councilor Winchell _____
Councilor Pagano _____
Councilor Simchik _____
MOTION CARRIED

11. DECLARE THE PROPERTY AT 125 ONEIDA STREET/ FKA 122 VANDERBILT AVENUE AS A PUBLIC NUISANCE AND ORDER CORRECTIVE ACTION TO BE TAKEN IN ACCORDANCE WITH ARTICLE III OF CHAPTER 34 OF THE ONEIDA CITY CODE

RESOLUTION 23-

Moved by Councilor
Seconded by Councilor

WHEREAS, in accordance with Article III of Chapter 34 of the Oneida City Code, as amended, a public hearing was conducted on April 16, 2024, for purposes of receiving and considering evidence presented by the City of Oneida Fire Chief to determine whether real property located at 125 Oneida Street, fka 122 Vanderbilt Avenue, Tax Map No. 30.71-2-45, in the City of Oneida ("Property") is a public nuisance; **and**

WHEREAS, the City Attorney confirmed issuance of the Notice of Unsafe Building/Collapsed Structure, dated March 14, 2024, such Notice having been duly filed in accordance with Section 34-11 of the Oneida City Code with the Madison County Clerk's Office on March 25, 2024, Index No. EF2024-1268; **and**

WHEREAS, in addition, notice of the due process hearing was properly served upon all interested persons, posted on the Property, and published in the official newspaper and on the City of Oneida website; **and**

WHEREAS, the Fire Marshal presented his report, dated February 28, 2024, documenting the unsafe condition of the Property and informed the Common Council of the efforts made by the City to obtain voluntary compliance; **and**

WHEREAS, the Fire Marshal having inspected the Property and observed extensive damage to the attached-row structure situated upon the Property concluded that the building is in an unsafe condition and is an imminent danger to the life, health, safety and general welfare of the public citing the structure's partial or complete collapse, the deteriorated condition of the remaining structural members of the building which are deemed not capable of supporting the imposed dead and live loads, the existence of exterior walls containing holes, breaks, and loose or rotting materials, allowing for further deterioration, and the condition of the roof which is neither sound nor tight and containing defects; **and**

WHEREAS, in his report, the Fire Marshal determined that the condition of the Property violated Chapter 34 of the Oneida City Code, Sections 108.1.1 and 109.1 of the 2020 NYS Fire Code, and Sections 107.1, 107.1.1, 302.1, 302.3, 304.1, 304.1.1, 304.4, 304.6, 304.7, 304.11, and 308.1 of the 2020 NYS Property Maintenance Code; **and**

WHEREAS, the Fire Marshal opined that the Property, in its current condition, presents a danger to the health, safety and welfare of the public; **and**

WHEREAS, the Fire Marshal concluded his presentation, recommending that an order be issued requiring the structure be either repaired or removed, including the removal of any demolition debris; **and**

WHEREAS, the property owner appeared at the public hearing with his legal counsel and _____; **and**

WHEREAS, the Common Council closed the public hearing on April 16, 2024; **and**

WHEREAS, because it is the desire of the Common Council to undertake any and all measures permitted in the Oneida City Code and City of Oneida Charter necessary to protect the public's health, safety and welfare, the Common Council determined that the exigent circumstances caused by the condition of the structure and the imminent danger posed to the health, safety and welfare of the public necessitated the waiver of its standard procedure and render a decision and order on the information received.

NOW THEREFORE, BE IT

RESOLVED that the Common Council, having duly considered the documentary evidence, as well as the oral testimony presented by the Fire Chief, hereby declares the property located at 125 Oneida Street, fka 122 Vanderbilt Avenue, Tax Map No. 30.71-2-45, in the City of Oneida, to be unsafe and a public nuisance; **be it further**

RESOLVED, that the Common Council, having duly declared the Property to be a public nuisance, hereby orders the owner or persons with an interest in such Property to undertake the following corrective action in accordance with the recommendations of the Fire Marshal:

- _____; **be it further**

RESOLVED, that in the event corrective action does not occur within the time provided, the Common Council hereby authorizes the Fire Marshal and the City Engineer to undertake any and all such measures as are necessary to effectuate the remedial action recommended by the Fire Marshal, and shall assess the cost of same against the Property; **be it further**

RESOLVED, that the cost of such remedial action, if undertaken by the City, shall thereupon become a lien against the Property and shall be collectible in the same manner as taxes levied thereon; **be it further**

RESOLVED, that notice of the Common Council's declaration and order shall either be served personally or by certified mail, to the last known address as shown by the records of the City Assessor's office.

Ayes:

Nays:

MOTION CARRIED

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.

CITY OF ONEIDA

Sandra LaPera, City Clerk