

TRAFFIC SAFETY BOARD AGENDA

October 21, 2025 at 2:00 p.m.
Common Council Chambers
109 N. Main Street
Oneida, NY 13421

Call to Order

Pledge of Allegiance

Acceptance of previous meetings minutes

Old Business

- Installation of 2-hour parking signs and handicap parking spot on Madison Street.
- Request for no parking signs on South Willow Street.
- Traffic patterns outside of Seneca Street Elementary School.

Agenda Items:

1. Request to install a stop sign on the corner of Summit Avenue and Broadway. (City Manager Kyle Lovell)
2. Citizen Complaint – Cycling traffic light at St. Patrick’s School. (Thomas Terrell)
3. Citizen Complaint – Request to install a speed sign on Cleveland Avenue. (Donna Bonfiglio)
4. Install school zone assembly sign on corner of Seneca/Belmont. (Traffic Advisor Shawn Palmer)

New Business

**CITY OF ONEIDA
MINUTES OF THE TRAFFIC SAFETY BOARD**

July 15, 2025
2:00 p.m.

MEMBERS:

IN ATTENDANCE

Chairman Bruce Burke	☒
Vice-Chairman Donald White	☒
Barbara Buehner	☐
Kathy Malinowski	☐
James Sweet	☐
Erwin Smith	☐
Brahim Zogby	☒
Michael Geer	☒
Brian Bortree	☒
Gary Laureti	☐

ADVISORS:

Public Safety Commissioner Dave Jones	☒
Police Chief Steven Lowell	☐
Fire Department Chief Scott Jones	☒
City Engineer Jeff Rowe	☒
Traffic Advisor Robert Anderson	☐
Traffic Advisor Shawn Palmer	☒

OTHER PRESENT:

City Manager Kyle Lovell
Assistant Chief of Police William Clark
Gregg Meyers
Tom O'Herien

The regular meeting was called to order at 2:04 p.m. by Chairman Bruce Burke.

Approval of April 15, 2024 Meeting Minutes Distributed for Review Prior to July 15, 2025 Meeting

Moved by: Dave Jones

Seconded by: Brian Bortree

RESOLVED that the minutes of the regular meeting of October 15, 2024 are hereby approved as presented.

Ayes: 5

Nays: 0

Abstain: 0

Absent: 5 (Buehner, Laureti, Malinowski, Smith, Sweet)

MOTION CARRIED

OLD BUSINESS

1. Parking on East Railroad Street

Discussion: Commissioner Dave Jones noted that the previously discussed parking issue appears to have resolved itself. The concern had been related to food truck parking, and was no longer a problem following a change in ownership. City Manager Lovell stated that no additional complaints had been received regarding the spot.

Moved by: Dave Jones

Seconded by: Brian Bortree

RESOLVED, to take no further action at this time.

Ayes: 5

Nays: 0

Abstain: 0

Absent: 5 (Buehner, Laureti, Malinowski, Smith, Sweet)

MOTION CARRIED

AGENDA ITEMS

1. Board Appointments for 2026 (City Clerk Sandy LaPera)

Discussion: Chairman Burke noted that Kathy Malinowski and Barb Buehner have declined reappointment. Board Member Brian Bortree mentioned that his wife expressed interest in serving. Several terms are set to expire at the end of 2025, including those of Mike Geer, Brahim Zogby, and James Sweet. Future appointment recommendations will be forwarded to the City Manager for consideration.

Moved by: Dave Jones

Seconded by: Brian Bortree

RESOLVED, to recommend reappointment of current eligible members for another term.

Ayes: 3

Nays: 0

Abstain: 2 (Bortree, Geer)

Absent: 5 (Buehner, Laureti, Malinowski, Smith, Sweet)

MOTION CARRIED

2. Citizen Complaint – Request to install more 2-hour parking signs and handicap parking spot on Madison Street (Samuel Getman)

Discussion: Traffic Advisor Shawn Palmer reported that Madison Street currently has five two-hour parking spaces on one side and four on the other, with no designated handicap parking spot. A handicap space could be installed near 146 Madison Street utilizing an existing driveway area. The board discussed whether signage and enforcement were adequate. Assistant Chief of Police William Clark noted that parking issues on Madison Street are typically due to enforcement rather than lack of signage. Chairman Burke raised concerns about unauthorized use of any new handicap space, while members discussed whether one or two-hour parking limits would better serve nearby businesses. City Manager Kyle Lovell suggested exploring modern parking meters with business validation options to improve turnover and enforcement, noting their success in comparable cities. He will contact vendors for estimates and report back at a future meeting.

Moved by: Brian Bortree

Seconded by: Michael Geer

MOTION, to install a handicap parking sign and corresponding pavement markings on Madison Street and to further investigate metered or self-serve parking options for future implementation.

Ayes: 5

Nays: 0

Abstain: 0

Absent: 5 (Buehner, Laureti, Malinowski, Smith, Sweet)

MOTION CARRIED

3. Citizen Complaint – Traffic safety sign malfunction on Upper Lenox Ave (City Clerk Sandy LaPera)

Discussion: William Clark reported that the malfunctioning traffic sign belongs to the Police Department and operates on battery power. The units are approximately 6–8 years old, and replacement batteries and servicing are estimated at \$1,300 per sign. Clark confirmed that the signs are still functioning, but the batteries may require more frequent replacement as they near the end of their service life. To assist with ongoing maintenance, Clark stated that night patrol officers will be tasked with changing batteries more often to extend usability until replacement can be scheduled. Clark noted that one solar-powered unit on Middle Road has performed well with minimal maintenance. He explained that it is too late to consider for 2026, but he intends to explore options for solar-powered replacements in 2027. City Manager Lovell suggested purchasing extra batteries to rotate during recharging to minimize downtime. No formal action taken at this time.

4. Citizen Complaint -- Request for no parking signs on East side of South Willow
(Common Councilor Andrea Hitchings)

Discussion: Resident Gregg Meyers addressed the board to express safety concerns regarding congestion on South Willow Street. Meyers explained that the roadway is only 21–24 feet wide, and with vehicles parked on both sides of the street, emergency vehicles cannot safely pass. He reported that the street serves a nearby daycare facility that now operates year-round, with multiple school buses and parent drop-offs throughout the day, creating additional congestion and safety hazard. Meyers stated that he owns property from Lincoln Avenue up approximately 500 feet toward Grant Avenue and would have no objection to the City placing “No Parking” signage on his property if it improves safety. He recommended designating “No Parking” on both sides of the street from Lincoln Avenue to Grant Avenue, noting that similar restrictions already exist between Cleveland and Lincoln Avenues due to the narrow width. Clark referenced a note from Police Chief Steve Lowell, who suggested continuing restrictions along the existing side, but the board discussed that maintaining two-sided restrictions would provide clearer and safer access. Bortree agreed that both sides should be restricted, emphasizing the risk of blocked lanes and limited access for fire, police, or ambulance vehicles. Dave Jones asked whether the proposed restriction would impact the daycare’s drop-off or pickup routine. Meyers stated that vehicles typically park only momentarily to drop children off and that all homes in the area have driveways, so parking demand on the street is minimal. Shawn Palmer estimated the cost of signage and installation at \$1,200–\$1,500. Dave Jones proposed moving forward immediately to have the City Attorney review the language and authorize the work order in advance of the upcoming school season. City Manager Lovell added that letters will be sent to all affected residents notifying them of the pending change once the legal review is complete.

Moved by: Dave Jones

Seconded by: Brian Bortree

MOTION, subject to approval by the city attorney, to establish “No Parking” signs on both sides of South Willow Street from Lincoln Avenue to Grant Avenue, citing safety and emergency access concerns. Letters will be issued to notify residents following attorney review.

Ayes: 5

Nays: 0

Abstain: 0

Absent: 5 (Buehner, Laureti, Malinowski, Smith, Sweet)

MOTION CARRIED

5. Oneida City School District – Traffic patterns outside of Seneca Elementary School (Superintendent Matthew Carpenter)

Discussion: The board reviewed correspondence from the Oneida City School District regarding traffic and pedestrian safety concerns in front of Seneca Street Elementary School. Superintendent Matthew Carpenter inquired about the potential installation of flashing school zone signs and the possible expansion of the existing crosswalk area to improve safety during student arrival and dismissal times. City Manager Kyle Lovell reported that both he and Mayor Rick Rossi had emailed Superintendent Carpenter offering to meet to discuss options, but had not yet received a response. Members acknowledged that he may currently be addressing other issues caused by the recent flood, but agreed continued collaboration will be important to determine the district's needs and any cost-sharing opportunities. Palmer noted that the existing crosswalk is 9 feet 6 inches wide and meets required standards, but could be widened up to 20 feet if desired. He also confirmed that the site currently has crosswalk warning signs posted in each direction, along with yield arrows painted on the pavement. The board discussed possible improvements, including "SLOW" lettering on the roadway, or the installation of flashing signage that was requested. Clark mentioned that costs for flashing signage or crosswalk enhancements could potentially be shared between the city and the school district, as both would benefit from improved safety. Chairman Burke requested that outreach to Superintendent Carpenter continue to determine specific needs and whether the district is willing to contribute toward project funding. City Manager Lovell and Clark will follow up with Superintendent Carpenter before the next meeting to obtain further input and cost information. No motion made at this time.

NEW BUSINESS

1. Pearl Street Closure (City Engineer Jeff Rowe)

Discussion: Burke inquired about the two occupied residences on Pearl Street, specifically whether they have driveway access to the street. Palmer confirmed that each residence has a driveway located just before where the barricades would be, with one residence on each end of the section under discussion. The middle section of the street consists of six vacant, city-owned properties. Geer asked whether the street should simply be barricaded or fully eliminated. Palmer and others agreed that the street should be eliminated entirely, converting the section to permanent green space, as the vacant lots are unusable for building purposes. Bortree noted that if future access were needed, the roadway could be restored without significant issues. Members discussed practical considerations, including driveway access for the two occupied residences. Dave Jones raised concern about vehicles parking along the street, which could obstruct access for residents and maintenance vehicles, particularly during winter plowing. Shawn Palmer clarified that the driveways on each end of the closure are accessible from Lexington Avenue and Stephen Street, and any remaining section of the street would be closed with approximately 25–50 feet of roadway preserved at each end for access. It was also noted that a "No Parking" sign will be installed to prevent residents from using the closed section as parking. Infrastructure considerations were addressed: the section contains an 8-inch water main and a 10-inch sewer main, but these would remain accessible even after the street is removed. The roadway, originally constructed in 2005, has deteriorated significantly and has seen minimal use, making this an opportune time for permanent closure.

Moved by: Brahim Zogby

Seconded by: Michael Geer

RESOLVED, to eliminate the unused section of Pearl Street, convert it to permanent green space, install “No Parking” signage near the driveways on each end, and maintain access to existing water and sewer infrastructure. Restoration of the roadway remains an option if future access is required.

Ayes: 5

Nays: 0

Abstain: 0

Absent: 5 (Buehner, Laureti, Malinowski, Smith, Sweet)

MOTION CARRIED

Next Meeting Tuesday October 21, 2025, at 2:00pm

Motion to adjourn by: Bruce Burke

Seconded by: Brian Bortree

The meeting is hereby adjourned at 2:56 pm.

Respectfully submitted,
Jaime Feith-Mallory
Traffic Safety Board Secretary



Outlook

RE: [External Sender]: Seneca Elementary cross walk

From William Wares <WWares@oneidacsd.org>

Date Fri 9/12/2025 1:37 PM

To William Clark <wclark@oneidacityny.gov>

Cc Matthew Carpenter <MCarpenter@oneidacsd.org>; Steve Lowell <slowell@oneidacityny.gov>; Jaime Feith-Mallory <JFeith-Mallory@oneidacityny.gov>

That'd be great. I appreciate you looking at this and look forward to working together to improve driver awareness in the area. I think it'll go a long way to improving the safety of students and adults in that area.

I think those lights would be fine.

Let me know what you'll need on my end to help support the changes.

Thank you,

Bill Wares
School Business Official
Oneida City School District
PO Box 327
Oneida, NY 13421
Phone: 315-363-2550

From: William Clark <wclark@oneidacityny.gov>

Sent: Friday, September 12, 2025 1:16 PM

To: William Wares <WWares@oneidacsd.org>

Cc: Matthew Carpenter <MCarpenter@oneidacsd.org>; Steve Lowell <slowell@oneidacityny.gov>; Jaime Feith-Mallory <JFeith-Mallory@oneidacityny.gov>

Subject: Re: [External Sender]: Seneca Elementary cross walk

This is a proposal we can bring up at the next traffic safety board meeting.

I have CC'd Chief Lowell and Accounts clerk Jaime Feith-Mallory to see if we can get it on the agenda along with the potential of splitting the cost of some solar flashing lights. I will attach what I found on Amazon and "Signaworks". Anything better is going to cost a substantial more amount of money.

Along with the lines, would it help and would it be possible to actually paint wording such as "SLOW" or "SCHOOL ZONE" in the roadway north and south of the school?

On top of this, Lt. Warner brought to my attention that the school zone sign on the east side of Seneca for the northbound traffic is posted directly behind a rather large tree which may be making observation of it delayed by motorists. Can we move that sign closer to the corner of Belmont, south of the tree or possibly on the other side of Belmont so the motorists can see it sooner?

I feel as if the lines and the flashing lights are a step in the right direction. As for the lights, we would need two so we have one on the north and south ends of the school.

Amazon.com: 8/12" LED Solar Traffic Light, Yellow Flashing Light, Solar Powered Flashing Beacon, Traffic Signals Signs Lights with Solar Panel, IP65 Waterproof Signal Light, Emergency Lights(8") : Industrial & Scientific



8/12" LED Solar Traffic Light, Yellow Flashing Light, Solar Powered Flashing Beacon, Traffic Signals Signs Lights with Solar Panel, IP65 Waterproof Signal Light, Emergency Lights (12") - amazon.com

Yellow traffic signal, powered by solar energy, once installed, permanent electricity-free use, suitable for driveways, toll stations, parking lots, weighbridges and other places. Specifications: Product name: Yellow flashing solar signal light Material: PC+glass Light color: yellow Waterproof grade: IP65 waterproof and dustproof Battery component: 8WP monocrystalline silicon Solar cell pack

www.amazon.com

8 inch LED Solar Traffic Light - Signaworks

From: William Wares <WWares@oneidacsd.org>
Sent: Friday, September 12, 2025 9:58 AM
To: William Clark <wclark@oneidacityny.gov>
Cc: Matthew Carpenter <MCarpenter@oneidacsd.org>
Subject: RE: [External Sender]: Seneca Elementary cross walk

Good Morning Assistant Chief Clark,

It's been a crazy summer and this fell off my radar. I just wanted to touch base on what I was thinking at Seneca Street Elem. I was thinking if we could put some thick white lines where the school zone starts and identify it on the street with "School Zone" lettering on each end. Right now there is signage but it can be easy to miss and by the time people get to any visual identifier they are already in front of the school. I just think with the people parked on the road and where the school is located it is easy to forget it is there if you aren't thinking about it. What are your thoughts?

I'm not sure if my red lines are in the right spot, I did my best to estimate.



Thank you,

Bill Wares

School Business Official

Oneida City School District

PO Box 327

Oneida, NY 13421

Phone: 315-363-2550

From: William Wares
Sent: Friday, August 1, 2025 1:20 PM
To: William Clark <wclark@oneidacityny.gov>
Cc: Matthew Carpenter <MCarpenter@oneidacsd.org>
Subject: RE: [External Sender]: Seneca Elementary cross walk

Good Afternoon Assistant Chief Clark,

The district could split costs on something if needed. I could meet with you at the school when you're available and talk about our concerns and come up with something together. Let me know when might be best for you.

Thank you,

Bill Wares

School Business Official

Oneida City School District

PO Box 327

Oneida, NY 13421

Phone: 315-363-2550

From: Matthew Carpenter <MCarpenter@oneidacsd.org>
Sent: Wednesday, July 16, 2025 8:11 AM
To: William Wares <WWares@oneidacsd.org>
Subject: Fwd: [External Sender]: Seneca Elementary cross walk

Sent from my iPhone

Begin forwarded message:

From: William Clark <wclark@oneidacityny.gov>
Date: July 15, 2025 at 5:52:23 PM EDT
To: Matthew Carpenter <MCarpenter@oneidacsd.org>
Cc: Steve Lowell <slowell@oneidacityny.gov>, Kyle Lovell <klovell@oneidacityny.gov>
Subject: [External Sender]: Seneca Elementary cross walk

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Mr. Carpenter.

I'm reaching out to you regarding your recent request for signage or lights at the cross walk following attending the traffic safety board meeting. As I'm sure you're aware, lights and signage can be pretty costly but I would always like to do everything possible to help with the safety of our Community children. Would the school district be interested in splitting the cost of anything we can come up with so we get the best option possible? Not sure what more we can add, but I'd like to see what you have in mind for this sometime.

I look forward to hearing back from you.

Thank you.

RE: Stop sign

From Kyle Lovell <klovell@oneidacityny.gov>
Date Tue 9/23/2025 3:51 PM
To Steve Lowell <slowell@oneidacityny.gov>
Cc Jaime Feith-Mallory <JFeith-Mallory@oneidacityny.gov>

Thank you.

I don't know if it needs a three way stop, but at least the one from Summit, turning left onto Broadway will need one. I'm open to ideas.

From: Steve Lowell <slowell@oneidacityny.gov>
Sent: Tuesday, September 23, 2025 3:49 PM
To: Kyle Lovell <klovell@oneidacityny.gov>
Cc: Jaime Feith-Mallory <JFeith-Mallory@oneidacityny.gov>
Subject: RE: Stop sign

Yes, this will need to go to the TSB. I've copied Jaime to have her add it to the agenda.

It's a T intersection, is the request for a 3 way stop, or just traffic on Summit Av?



Steven Lowell *Chief of Police*
City of Oneida Police Department
108 Main Street, Oneida NY 13421
315.363.9111
www.oneidacityny.gov/police



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From: Kyle Lovell <klovell@oneidacityny.gov>
Sent: Tuesday, September 23, 2025 3:41 PM
To: Steve Lowell <slowell@oneidacityny.gov>
Subject: Stop sign

Steve,

Id like to get a stop sign installed on the corner of summit and broadway, the point where the
ORT exits Allen park and goes towards the purposed ORT near Stripe's property. What is the
typical process to get this done? Do I need to go before the Traffic Safety Board?

Sincerely,

Kyle P. Lovell
City Manager
City of Oneida
109 N Main St.
Oneida, NY 13421



315-363-4800



klovell@oneidacityny.gov



www.oneidacityny.gov

RE: speeding on Cleveland Ave

From Steve Lowell <slowell@oneidacityny.gov>
Date Mon 9/8/2025 9:32 AM
To Sandy Lapera <slapera@oneidacityny.gov>
Cc Jaime Feith-Mallory <JFeith-Mallory@oneidacityny.gov>

We can send it to TSB for the stop sign request. We can also put out a speed sign if there is a usable post.



Steven Lowell *Chief of Police*
City of Oneida Police Department
108 Main Street, Oneida NY 13421
315.363.9111
www.oneidacityny.gov/police



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From: Sandy Lapera <slapera@oneidacityny.gov>
Sent: Friday, September 5, 2025 10:26 PM
To: Steve Lowell <slowell@oneidacityny.gov>
Cc: Jaime Feith-Mallory <JFeith-Mallory@oneidacityny.gov>
Subject: Fw: speeding on Cleveland Ave

Hi Steve,
Please see the comment below. I believe it would need to go before the Traffic Safety Board.

SANDY LAPERA
City Clerk/RAO
Website Administrator
109 N. Main St.
Oneida, NY 13421

Ph: 315-363-7378
Fax: 315-363-9558

From: Donna Bonfiglio <donnacbonfiglio@twcny.rr.com>

Sent: Friday, September 5, 2025 9:18 PM

To: Sandy Lapera <slapera@oneidacityny.gov>

Subject: Re: speeding on Cleveland Ave

Hi, who do we ask for a speed calculator on Cleveland ? No stop signs so it's used as a
speedway

Sent from my iPad

FW: City of Oneida

From Steve Lowell <slowell@oneidacityny.gov>

Date Tue 10/7/2025 5:38 PM

To Jaime Feith-Mallory <JFeith-Mallory@oneidacityny.gov>

Cc Kyle Lovell <klovell@oneidacityny.gov>

Good evening Jaime, Can you please add as an agenda item for TSB, the school zone issue. The issue is being addressed but the TSB should be advised of the issue and how the City is addressing the issues now that we know there is one.



Steven Lowell *Chief of Police*
City of Oneida Police Department

108 Main Street, Oneida NY 13421

315.363.9111

www.oneidacityny.gov/police



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From: Shawn Palmer <spalmer@oneidacityny.gov>

Sent: Monday, October 6, 2025 12:48 PM

To: Adam.klossner@dot.ny.gov; Jeff Rowe <jrowe@oneidacityny.gov>; Steve Lowell <slowell@oneidacityny.gov>

Subject: City of Oneida

Hello,

We have 5 schools throughout the city that I have concerns about having proper school zone signage.

Would you or someone else in your dept have time to come out and look at each location and give us details where and what signs are needed to meet the latest code.

Any and all help is greatly appreciated!!

Thanks,

Shawn Palmer

City of Oneida Traffic

C: 315-750-0641

E: Spalmer@oneidacityny.gov