

**MINUTES OF THE COMMON COUNCIL
NOVEMBER 7, 2016**

A special meeting of the Common Council of the City of Oneida, NY was held on the seventh day of November, 2016 at 6:00 o'clock P.M. in Council Chambers, Oneida Municipal Building, 109 N. Main Street, Oneida, NY.

Meeting was called to order by Deputy Mayor Jim Chamberlain

PRESENT: Mayor Leo Matzke, Councilors Alan Cohen, Michael Bowe, Erwin Smith, Helen Acker (arrived at 6:07 p.m.), and Thomas Simchik

ALSO PRESENT: City Clerk Susan Pulverenti
Comptroller Lee Ann Wells

2017 MAYOR'S BUDGET DISCUSSION

Deputy Mayor Chamberlain said that this is a work session for the Council and any of the public who attend the budget meetings can listen, but no comments or questions will be taken. Deputy Chamberlain said the next meeting is scheduled for this Wednesday, November 9th with the Parks & Recreation Department and Fire Department. He said that on Monday, November 14th, the budget meeting will be with Water, Sewer and DPW. On Tuesday, November 15th, after the regular meeting, the Police Department portion of the budget will be discussed. Mayor Matzke said that Lee Ann Wells has been appointed the new City Comptroller.

The Council discussed the salary lines. Councilor Bowe noted that different Management Confidential employees were receiving 7%, 4% and/or 2% increases. The Council proposed to receive 1% and the Mayor 4%. Mayor Matzke said that all Management Confidential employees received a flat \$1,500 increase to bring salaries in line with other communities of our size and tax base, with the exception of his confidential Secretary who received an additional \$500.00, because she will be doing secretarial work for the Public Safety Commissioner. Councilor Bowe said the Assessor is receiving 4% or \$2,250, which includes his longevity. Councilors discussed the addition of a Code's Clerk, which would create a 35 hour full-time position for a current part-time employee who works in the Water Department and Assessor's office. Mayor Matzke said, along with working for the Water Department half of the time (the salary coming from the Water Fund for that portion) and the Assessor, she will assist the Housing Code Officer with scheduling, reports and follow-ups. The Mayor said that she is meticulous with her work. The Council briefly talked about Department Heads doing evaluations on their employees. Councilor Bowe said the paperwork trail has to be started if an employee is not doing their job. The Mayor said that his one hour a day person does a variety of different things for him, noting that he is extremely busy 24/7, and she helps with all the little things. Councilor Smith said that years ago, the Mayor had a full-time secretary. The City Clerk said her Deputy is also available for all of the Mayor's confidential matters and with the Mayor's correspondence. The Mayor said when the City hires an Administrator, things will change. An Account Clerk will also be hired for the DPW office to replace the retiring Senior Typist.

Councilor Simchik questioned why the City Chamberlain, an elected official, was also receiving an increase. He said that he recalled last year when this matter was talked about, the Council discussed freezing that salary. The Council debated a full-time elected position versus a part-time elected official, and the Deputy Mayor said the raise should be justified. The City Clerk said any changes from an elected position to an appointed position would have to go to a referendum where the voters would decide. The Mayor said the current City Chamberlain, who has no benefits, works for the electorate and is at City Hall full-time, never even taking a vacation. Councilor Cohen said that what you are saying is that there would be one full-time position who would not be getting a raise. Discussion continued, noting that if a full-time employee was hired to the Chamberlain job, it would cost more than it currently does. A majority of the Council agreed that the increase in salary is warranted for the City Chamberlain. The Civil Service Officer was briefly discussed, as the Mayor budgeted for this position to be full-time, and Councilor Smith noted how busy the Civil Service office is. The Mayor said the City receives a stipend of \$10,000 from the school system for Civil Service work. The Mayor said that he is trying to address many inefficiencies with this budget. The Mayor said that NYS Civil Service has a lot of power. In response to a question from Councilor Acker, the Mayor said that he expects more from Department Heads. He said they are underpaid compared to other communities, and they are a hard working bunch. The Mayor said that government workers get abused, and in this budget the increases are warranted and very doable.

The Mayor said the position of City Administrator is not listed in the budget; however, there is money dedicated in the Fund Balance for this position. Councilor Smith that the funding is in the budget for the vacant Deputy Comptroller position and said that could cover half of the yearly salary. The Mayor said he would like to have someone in place by July. Councilor Cohen said that the Administrator position should be listed in the budget. Councilor Smith said the funding is there in the Deputy Comptroller's line,

and Councilor Simchik said the Council can allocate the salary when and if an Administrator position is created. The Mayor said there will be a lot of thought put into the credentials needed for an Administrator, such as a degree in business administration and finance.

The Mayor said he will be looking into the job description for the position of Administrative Assistant next year. The City Clerk said NYS Civil Service is slowly doing away with the Sr. Typist position, and as those positions are vacated, new titles will be given when and if the position is refilled. The Council questioned if the new account clerk positions had to be in the union, and the Mayor said yes. The City Clerk said she will double check with Civil Service.

The Mayor said he has \$3,000 to hire a seasonal part-time employee to water the flowers downtown, as it is less expensive than having an outside company do it. The Mayor said he has \$2,500 for flowers in the budget and \$500 in streetscape for banners, which will show some values. Councilor Bowe suggested a downtown window challenge to promote positive City values, and also asked about partnering with the ARC, as was done several years ago. Councilor Acker inquired if the ARC could water the flowers. The Records Clerk in the Police Department has not been filled yet. The Council inquired as to how many crossing guards are in the budget, and the Comptroller said five. The Police salaries are all contractual, and the Fire Department is heading to negotiations this year, so the only increases noted in those salaries are due to different steps or longevity.

It was noted by Councilor Smith that the salaries for the Recreation Specialist/Building Supervisor and Recreation Specialist (PT) have both decreased in this budget. The Council discussed the proposed full-time position of Recreation Coordinator in the Recreation Department, a position that was left vacant when Luke Griff was promoted to the Recreation Director. The Mayor said he would like to see more activities for our City's youth suggesting archery, kayaking, and battle ball. The Mayor said that he and his wife are donating some archery equipment in honor of his son. The Mayor said the City doesn't have enough activities for youths and he feels the proposed Recreation Coordinator will be worth their weight in gold. Councilor Acker said that we have to invest in our children, and Councilor Cohen said he would like to see the City coordinate their efforts with the schools, non-profits and private groups to all work together. The Mayor said he is currently working with the schools and non-profits, meeting on a monthly basis.

The City Engineer's salary is split between Water Fund (20%), Sewer Fund (50%) and DPW General Fund (30%). Deputy Mayor Chamberlain said a trainee is being hired for the water department, which is most generally because someone is planning on retiring at the Water Treatment Plant. The Council discussed and lowered the Building Maintenance Mechanic position by 3%, from \$41,912.00 to \$40,655.00. The Comptroller said new union employees receive 10% less than the base rate for the first year. The salary line for the Account Clerk in the DPW is \$17.20 per hour at 35 hours per week, not the amount listed in the budget, and it will be modified in the portion of the salary line that is coming from the Sewer Fund as well. The Mayor said it is currently listed in the budget as Administrative Assistant, but it should be Account Clerk. Mayor Matzke explained the Civil Service rules with respect to bidding on positions and setting the salaries through the union. Councilor Smith asked if more money can be taken from the Sewer Fund to fund a larger portion of the Office Technology salary, and the Comptroller said she will check on it. The Mayor said that the Council should earmark monies for their training.

The Council moved on to discuss the Capital Projects. The emergency generator at the City Hall needs to be replaced, and Councilor Smith said the generator at the Fire Department will need replacing also. Councilor Smith suggested the purchase of one large generator for the entire building or replacing both generators at the same time. The City Clerk will notify the Fire Chief and City Engineer to look into this for discussion at their budget meetings.

The Council briefly discussed the City Engineer's Annual Street Paving Program with Oneida Street scheduled for pavement, and they questioned if there was a need, as the road is in good shape. The Council questioned why this was being funded from the Street Paving Program, rather than the Rail Trail Grant. Mayor Matzke said, for the 2018 budget, they are looking into starting a regular program for sealing the roadways. The Council asked what equipment was being replaced in the Public Works Department. Councilor Smith asked why some of the salary lines in the DPW are blank, and if the positions were not being filled. The Mayor said all those questions can be asked of the City Engineer during his meeting. The Mayor said that the City Engineer is reorganizing the department.

Councilor Bowe said with the changes made tonight, the Salaries/DPW/Administration line 001.5010.0101 will have \$2,430.00 taken out and the Salaries Buildings line 001-1620-0101 will change by 3% making that total \$80,405.00. The position of Administrative Assistant in the City Engineer's office is to be retitled as an Account Clerk, as well as for the WWTP, and the Account Clerk listed for the Fire Department should have the title of Sr. Typist.

A rousing discussion ensued relating to the inside/outside tax districts, including lighting districts and fire tax.

The City Clerk said there is an additional item for the agenda. Due to the vacancy in the Comptroller's office, the Mayor would like the part-time Account Clerk in the Comptroller's Office/DPW to be full-time until the end of the year to help fill that void.

WAIVE RULE TO ACCEPT AGENDA ITEMS

RESOLUTION 16-203

Moved by Councilor Acker
Seconded by Councilor Smith

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

Ayes: 6
Nays: 0

MOTION CARRIED

AMEND 2016 BUDGET

RESOLUTION 16-204

Moved by Councilor Acker
Seconded by Councilor Smith

WHEREAS, there is a vacancy in the Comptroller's office due to the resignation of the Comptroller, **now therefore be it**

RESOLVED, that the 2016 Budget be hereby amended allowing for the part-time Account Clerk for the Comptroller/DPW offices to be moved to full-time beginning November 8, 2016 to December 31, 2016.

Ayes: 6
Nays: 0

MOTION CARRIED

The Council said they did not have a problem with allowing this until the end of the year. This amounts to three additional hours per week and health insurance is not at issue.

Motion to adjourn by Councilor Simchik

The regular meeting is hereby adjourned at 8:15 p.m.

City of Oneida

Susan Pulverenti, City Clerk