

WATER BOARD MEETING
Tuesday June 9, 2026
3:30 P.M.
City Hall
Water Department Conference Room
(Revised June 9, 2026)

Roll call was answered by: Commissioners Erdo, Chamberlain, Semko and Bortree

Absent: Kristan

Others Present: Sam Frederick, Clerk of the Board, Drew Campany, Water Superintendent

The meeting opened at: 3:30pm

Item 1: Approval of March 10, 2026 Meeting Minutes

RESOLVED, to approve Water Board minutes of March 10, 2026, meeting minutes.

Moved by: Commissioner Erdo

Seconded by: Commissioner Chamberlain

Ayes: 4

Nays: 0

Absent: 1

Motion

Carried

Item 2: Consideration of Late Penalties for Village of Vernon:

Village of Vernon mailed out their check for March billing on the due date (March 25) and was received by the Water Department on March 30 for water services dated January 30 - February 27. A standard 10% late penalty fee was applied to the following bill for water services dated February 27 – March 31. The Village of Vernon Clerk also assumed the water surcharge was the late fee and did not include that in within the next payment. Thus, 10% of the surcharge was included in the late penalty. The Village of Vernon has paid all billing to this point except for the cumulated late penalties. The Village of Vernon has requested that the late penalties of \$4,583.83 be waived. It is the recommendation of the Water Superintendent that the penalties remain in place according to the City of Oneida Water Department Rules and Regulations: (XIII. PAYMENTS) "...All monthly water bills shall be paid at the office of the City Chamberlain prior to the 25th of the month issued, monthly due date, if said bills are issued prior to the 5th of the month."

RESOLVED, to remain in place the applicable late penalty fees associated with the Village of Vernon water service account #52-013002-00.

Moved by: Commissioner Chamberlain

Seconded by: Commissioner Bortree

Ayes: 4

Nays: 0

Absent: 1

Motion

Carried

Item 3: Consideration for an amendment to Common Council Resolution 11-41 – Backflow Prevention Device Administrative Late Fee and Notice of Violation Policy

WHEREAS, to protect the public water supply from contamination, it is necessary to require the installation and maintenance of cross-connection control devices between customer plumbing systems and the City of Oneida water distribution system; and

WHEREAS, applicable regulations require annual inspection and testing of backflow prevention devices by a certified tester, with the results submitted to the City of Oneida Water Department; and

WHEREAS, timely completion of annual inspections and testing is necessary to ensure the continued protection of the public water supply; and

WHEREAS, the Water Board has determined that an updated administrative late fee and notice of violation process is necessary to encourage compliance with annual backflow prevention device inspection and testing requirements;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council hereby establishes an administrative late fee schedule and an established order of violation notices for failure to submit a required annual inspection and testing report to the City of Oneida Water Department by date received in accordance with the requirements set forth herein; and be it further

RESOLVED, that an Initial Notice of Violation shall be mailed to the account holder at the address of record when the Water Department has not received the required annual inspection and testing report within one (1) year of the date the previous annual inspection and testing report was received; and be it further

RESOLVED, that if the required inspection and testing report is not received within thirty (30) days following the mailing of the Initial Notice of Violation, a Second Notice of Violation shall

be mailed to the account holder and an administrative late fee of One hundred Dollars (\$100.00) per backflow prevention device shall be assessed; and be it further

RESOLVED, that if the required inspection and testing report is not received within thirty (30) days following the mailing of the Second Notice of Violation, a Final Notice of Violation shall be mailed to the account holder and an additional administrative late fee of Two hundred Dollars (\$200.00) per backflow prevention device shall be assessed, in addition to any previously assessed fees; and be it further

RESOLVED, that the Final Notice of Violation shall advise the account holder that water service may be discontinued if the required annual inspection and testing report is not received by the City of Oneida Water Department within thirty (30) days following the mailing of the Final Notice of Violation; and be it further

RESOLVED, that the City of Oneida Water Department is authorized to discontinue water service for failure to comply with annual backflow prevention device inspection and testing requirements following the notice procedures established herein; and be it further

RESOLVED, that any account for which water service is discontinued due to noncompliance with this policy shall be responsible for payment of all applicable water service discontinuation and restoration fees as established by the City of Oneida fee schedule in effect at the time service is restored; and be it further

RESOLVED, that all administrative late fees assessed pursuant to this policy shall be billed to the water account associated with the subject property and shall remain due and payable until satisfied; and be it further

RESOLVED, that this amended policy shall become effective 90 days after approval by the Common Council.

Moved by: Commissioner Erdo
Seconded by: Commissioner Chamberlain

Ayes: 4
Nays: 0
Absent: 1

Motion

Carried: Discussion to make applicable changes that have been updated within this copy of meeting minutes.

(Added Item) Item 4: Waive Procedure of Item 5 agenda item:

RESOLVED, to waive the procedure to accept Item 5 agenda item (late entry).

Moved by: Commissioner Bortree
Seconded by: Commissioner Erdo

Ayes: 4
Nays: 0
Absent: 1

Motion

Carried

(Added Item) Item 5: Consideration of Leak Adjustment for account: 01-066001-01:

WHEREAS, the account holder requested on June 8, 2026, to be placed on the Water Board agenda for the June 9, 2026 meeting due to limited availability to attend in person while in New York State; and

WHEREAS, according to supporting documentation, the account meter was read on January 14, 2026, and reflected abnormally high usage. In accordance with Water Department policy, a high-usage notification was mailed to the account holder; and

WHEREAS, the account holder did not receive the notification until approximately one month after it was mailed because the billing address is located out of state; (Mailing address issue immediately rectified by placing account holder on the email notification list) and

WHEREAS, upon receipt of the notification, the account holder promptly repaired the leak on February 23, 2026; and

WHEREAS, the leak was active during the billing cycle ending January 14, 2026, and continued into the subsequent billing cycle from January 14, 2026 through April 22, 2026; and

WHEREAS, the account holder is requesting that a second leak adjustment be considered for the same leak event; and

WHEREAS, current Water Board policy prohibits additional leak adjustments within four (4) years of a prior leak adjustment on the same account; and

WHEREAS, consideration may be warranted because this request involves a single leak event that spanned two billing cycles and because the account holder did not receive notice of the abnormal usage until approximately one month after the notice was mailed;

Water Superintendent's Recommendation:

Approve the requested waiver and authorize the second leak adjustment. The request pertains to a single leak occurrence that extended across two billing cycles, and the account holder took corrective action promptly upon receiving notice of the abnormal usage.

RESOLVED, that the Water Board waives the four (4) year limitation contained within the leak adjustment policy for this specific circumstance and authorizes a second leak adjustment for Account No. 01-066001-01 for the billing period of January 14, 2026 through April 22, 2026, as outlined in the submitted leak adjustment application.

Moved by: Commissioner Chamberlain

Seconded by: Commissioner Erdo

Ayes: 3

Nays: 0

Absent: 1

Obstain: 1

Motion

Carried

The City of Oneida Water Board adjourned at: 4:05 pm.

Respectfully submitted,

Sam Frederick
Clerk of the Board