



**Water Board Meeting**  
**Tuesday, June 9, 2026**  
**3:30 p.m.**  
**City Hall in the Water Department Office**

A Water Board meeting will be held at City Hall on Tuesday, June 9, 2026, at 3:30 p.m.

1. Approve Meeting minutes for March 10, 2026.
2. Consideration of late penalties for Village of Vernon
3. Consideration for an amendment to Common Council Resolution 11-41 - Backflow Prevention Device Administrative Late Fee and Notice of Violation Policy

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

Roll call was answered by: Commissioners Erdo, Chamberlain, Kristan, Semko and Bortree  
Absent:  
Others Present: Sam Frederick, Clerk of the Board, Drew Company, 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  
Seconded by: Commissioner

Ayes:  
Nays:  
Absent:

**Motion**

**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  
Seconded by: Commissioner

Ayes:  
Nays:  
Absent:

## **Motion**

### **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 of Fifty Dollars (\$50.00) per backflow prevention device for failure to submit a required annual inspection and testing report to the City of Oneida Water Department 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 Fifty Dollars (\$50.00) 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 Fifty Dollars (\$50.00) per backflow prevention device shall be assessed; 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 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  
Seconded by: Commissioner

Ayes:  
Nays:  
Absent:

**Motion**

The City of Oneida Water Board adjourned at: 4:00pm.

Respectfully submitted,

Sam Frederick  
Clerk of the Board

**WATER BOARD MEETING**  
**Tuesday March 10, 2025**  
**3:30 P.M.**  
**City Hall**  
**Water Department Conference Room**

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

Absent:

Others Present: Liza Saunders, Clerk of the Board, Drew Company, Water Superintendent

The meeting opened at: 3:30pm

**Item 1: Waive Procedure of agenda items:**

**RESOLVED**, to waive the procedure to accept agenda items (late agenda).

Moved by: Commissioner

Seconded by: Commissioner

Ayes:

Nays:

Absent:

**Motion**

**Item 2: Approval of December 9, 2025 Meeting Minutes**

**RESOLVED**, to approve Water Board minutes of December 9, 2025, meeting minutes.

Moved by: Commissioner

Seconded by: Commissioner

Ayes:

Nays:

Absent:

**Motion**

**WATER BOARD MEETING**  
**Tuesday March 10, 2025**  
**3:30 P.M.**  
**City Hall**  
**Water Department Conference Room**

**Item 3: Consideration of Leak Adjustment for account: 16-016001-00:**

Account holder received a potential high usage bill warning of a potential leak on November 8, 2025. They quickly had the leak in her toilet repaired. They received her first bill during the first week of December 2025 and were unable to pay at the time, due date was December 26. They received her past due bill on January 9, 2026 for \$6,392.55. They formally requested a leak adjustment with the Water Department on February 11, 2026. They failed to meet the deadline for a leak adjustment with the past due notice. Due to unfortunate personal events, the Leak Adjustment Request deadline is being considered to be waived and water bill being reduced to the amount as indicated on the typical leak adjustment form.

**RESOLVED**, to approve the leak adjustment request for account #16-016001-00 and to waive the provisional deadline for the leak adjustment request.

Moved by: Commissioner

Seconded by: Commissioner

Ayes:

Nays:

Absent:

**Motion**

The City of Oneida Water Board adjourned at: 4:00pm.

Respectfully submitted,

Liza Saunders  
Clerk of the Board

## **XII. FIRE SERVICE**

Standpipes, or other pipes for automatic suppression of fires in buildings which fixtures are only extended for such use, may be permitted to be attached to the water supply. Applications for such permits, accompanied by a plan of the proposed pipe systems, must be submitted to the Superintendent of the Water Department for his approval. No additional fixtures shall be made in any system without the approval of the Superintendent of the Water Department. Rates will be set annually, based on the size of the fireline. All such pipes must be provided with a valve outside of the building under the exclusive control of the Water Department. In the case of standpipes, a valve must be provided, and placed at the bottom of the standpipe. No standpipe, or other fixtures for a fire protection, will be allowed on the premises where water is taken from them for other than fire purposes. The entire cost of installing and maintaining a fire service shall be borne by the owner of the building supplied. Any customer taking or allowing others to take water from any fire service pipe for other than the extinguishing of fires, or making taps or connections to fire services, shall be subject to prosecution under penal law and the Superintendent of the Water Department may shut off the fire service.

## **XIII. PAYMENTS**

All amounts due for water rents, water meters, time or material used for the repair of water meters, time or material used by the Water Department in shutting off turning on water, shall be regarded as a lien against the property where such water or material was used, or such labor performed.

All retail customers with an average annual consumption of more than 400,000 cubic feet will be billed monthly. 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. If the bills are issued after the 5th of the month, an equal number of days will be added to the 25th due date.

All retail customers with a two-year annual average consumption below 400,000 cubic feet will be billed quarterly. All quarterly water bills shall be payable quarterly at the office of the City Chamberlain on the last business day of December, March, June, and September, quarterly due date.

Every bill for water rent which is not paid, by having the amount thereof delivered at the office of the City Chamberlain on or before the due date shall be subject to an additional charge of ten percent of the amount of such bill, and the same shall be added to and collected as a part of such water rent.

## **XIV. MISREPRESENTATION**

In case of frequent misrepresentation on the part of the applicant, or of use of water not embraced in the application, or of willful or unreasonable waste of water, or the violation of any of the rules and regulations of the Water Department, or charges for water meters, time or material used by the Water Department in shutting off water or turning on water, within thirty days after bills for such charges have been rendered, the Board of Water Commissioners in addition to any penalties herein imposed, reserves the right to forfeit any payment that has been made and cut off the supply of water without notice. The water will not be turned on again until such rents and charges have been fully paid and satisfactory assurance given that no further cause of complaint shall arise.

Superintendent of the Water Department. Before a permit shall be granted by the Superintendent, the applicant will be required to pay all sums that may be demanded by the Board of Water Commissioners, for time required and material used, in making tap, connecting service pipe to water main, setting up the account and the purchase of a meter larger than 3/4 inch. The fee charged for service to a new customer will be set annually.

#### **IX. SERVICE PIPES MAINTAINED**

The owner of the property into which water is introduced by a new service pipe will be required to put in and maintain in perfect order, at his own expense, said service pipe from the main to his premises, including all fixtures therein provided for delivering or supplying water for any purpose; and in case such service and fixtures are not so kept in repair, the Superintendent of the Water Department may shut off the supply of water.

#### **X. DEFECTIVE SERVICES**

In all premises where water from the city mains are now delivered by a system of pipes and fixtures for water services, and where the service pipes and fixtures are not of the standard or pattern prescribed in the rules and regulations of the Water Department; or where such fixtures and devices for the prevention of damage to the service, or waste of water, as are prescribed in said rules and regulations, are lacking from said system, the customer shall at any time, when so required by order of the Board of Water Commissioners make such changes in and additions to said system or fixtures for said services shall be required by the Board of Water Commissioners, and at the customers own expense. Any defective residential service up to and including one inch will be replaced from the water main to the curb by the Water Dept. The fee charged for said replacement service will be set annually in order to cover the average cost of materials only. The service pipe from the curb box to the house is to be installed by a plumber hired by the customer. The full cost of a service replacement from the curb to the cellar will be borne by the property owner. Upon refusal of any person to comply with this rule, the water shall be shut off.

Water services inactive for a period of three (3) years from the date of initial turn off shall not be turned on unless the service meets the current material specifications. The customer shall be responsible for replacing the service if any portion of the service line contains lead. The City will replace the service from the main to the curb in accordance with the Rules and Regulations governing the same.

#### **XI. STEAM BOILERS**

In all places where steam boilers or hot or cold-water tanks are supplied with water from the City water system, the owner or customer must see that the plumber places a suitable safety valve, vacuum valve, or other proper device, to prevent damage from collapse or explosion when the water is shut off. There will be no cross connections allowed. The Board of Water Commissioners, or the City of Oneida, shall not be liable for any damage resulting from sudden shutting off of the supply of water from any steam boiler or other fixture deriving its supply from the City water system. It is intended that suitable notice of such shutting off shall be given to the customers when practicable.

## Andrew Company

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**From:** Taylor Brant-Maracle <villageofvernon1137@gmail.com>  
**Sent:** Wednesday, May 27, 2026 11:23 AM  
**To:** Water  
**Subject:** Village of Vernon

City of Oneida Water Board

The Village of Vernon mailed out March billing on the due date so the check arrived late. I am the new Village Clerk and I didn't realize that you did not take postmarks. Then the next month we also had a fee added to our billing. I am asking the board to reverse the fees in the amount of \$4,583.83.

Village of Vernon Clerk

Taylor Brant-Maracle



CITY OF ONEIDA  
 WATER DEPARTMENT  
 109 N MAIN ST  
 ONEIDA, NY 13421  
 (315) 363-1490

Service	Meter Reading		Usage	Amount
	Previous	Present		
WATER 100 GAL	466,530	509,310	42,780	0.00
WATER 100 GAL	56,940	65,110	8,170	0.00
WATER 100 GAL	8,788,400	8,851,900	114,450	39,096.12
WATER SRCHG				3,127.92

<b>Account Number</b>	<b>Amount Due</b>
52-013002-00	<b>\$42,224.04</b>
<b>Due Date</b>	<b>After Due Date Pay</b>
<b>3/25/2026</b>	\$46,446.44
<b>Service From</b>	<b>Service To</b>
1/30/2026	2/27/2026
<b>Service Address</b>	
Vernon Dist.	

**CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS**

Please return this portion with your payment. When paying in person, please bring both portions of this bill.



Make check payable to City Chamberlain.

After Due Date Pay	Due Date	AMOUNT DUE
\$46,446.44	3/25/2026	<b>\$42,224.04</b>
Status	Account Number	
Active	52-013002-00	

<b>Service From</b>
1/30/2026
<b>Service To</b>
2/27/2026

<b>Service Address</b>
Vernon Dist.
<b>Name</b>
Village Of Vernon

CITY OF ONEIDA  
 WATER DEPARTMENT  
 109 N MAIN ST  
 ONEIDA, NY 13421



CITY OF ONEIDA  
 WATER DEPARTMENT  
 109 N MAIN ST  
 ONEIDA, NY 13421

ADDRESS SERVICE REQUESTED

**UTILITY BILL**

PRESORTED FIRST CLASS MAIL US POSTAGE PAID PERMIT NO. 182
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Village Of Vernon  
 Vernon Water Dist.  
 Box 1137  
 Vernon, NY 13476



CITY OF ONEIDA  
 WATER DEPARTMENT  
 109 N MAIN ST  
 ONEIDA, NY 13421  
 (315) 363-1490

Service	Meter Reading		Usage	Amount
	Previous	Present		
PREVIOUS BALANCE:				46,446.44
WATER 100 GAL	509,310	551,140	41,830	0.00
WATER 100 GAL	65,110	74,570	9,460	0.00
WATER 100 GAL	8,851,900	8,923,700	123,090	42,047.54
WATER SRCHG				3,364.05

<b>Account Number</b>	<b>Amount Due</b>
52-013002-00	<b>\$91,858.03</b>
<b>Due Date</b>	<b>After Due Date Pay</b>
<b>4/25/2026</b>	\$96,399.19
<b>Service From</b>	<b>Service To</b>
2/27/2026	3/31/2026
<b>Service Address</b>	
Vernon Dist.	

**CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS**

Please return this portion with your payment. When paying in person, please bring both portions of this bill.



Make check payable to City Chamberlain.

<b>After Due Date Pay</b>	<b>Due Date</b>	<b>AMOUNT DUE</b>
\$96,399.19	<b>4/25/2026</b>	<b>\$91,858.03</b>
<b>Status</b>	<b>Account Number</b>	
Active	52-013002-00	

<b>Service From</b>
2/27/2026
<b>Service To</b>
3/31/2026

<b>Service Address</b>
Vernon Dist.
<b>Name</b>
Village Of Vernon

CITY OF ONEIDA  
 WATER DEPARTMENT  
 109 N MAIN ST  
 ONEIDA, NY 13421



CITY OF ONEIDA  
 WATER DEPARTMENT  
 109 N MAIN ST  
 ONEIDA, NY 13421

ADDRESS SERVICE REQUESTED

**UTILITY BILL**

PRESORTED  
 FIRST CLASS MAIL  
 US POSTAGE  
 PAID  
 PERMIT NO. 182

Village Of Vernon  
 Vernon Water Dist.  
 Box 1137  
 Vernon, NY 13476



CITY OF ONEIDA  
 WATER DEPARTMENT  
 109 N MAIN ST  
 ONEIDA, NY 13421  
 (315) 363-1490

Service	Meter Reading		Usage	Amount
	Previous	Present		
PREVIOUS BALANCE:				7,922.86
WATER 100 GAL	551,140	590,760	39,620	0.00
WATER 100 GAL	74,570	83,700	9,130	0.00
WATER 100 GAL	8,923,700	8,989,400	114,450	39,096.12
WATER SRCHG				3,127.92

Account Number	Amount Due
52-013002-00	<b>\$50,146.90</b>
Due Date	After Due Date Pay
<b>5/25/2026</b>	\$54,369.30
Service From	Service To
3/31/2026	4/30/2026
Service Address	
Vernon Dist.	

**CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS**

Please return this portion with your payment. When paying in person, please bring both portions of this bill.



Make check payable to City Chamberlain.

After Due Date Pay	Due Date	AMOUNT DUE
\$54,369.30	5/25/2026	<b>\$50,146.90</b>
Status	Account Number	
Active	52-013002-00	

Service From
3/31/2026
Service To
4/30/2026

Service Address
Vernon Dist.
Name
Village Of Vernon

CITY OF ONEIDA  
 WATER DEPARTMENT  
 109 N MAIN ST  
 ONEIDA, NY 13421



CITY OF ONEIDA  
 WATER DEPARTMENT  
 109 N MAIN ST  
 ONEIDA, NY 13421

ADDRESS SERVICE REQUESTED

**UTILITY BILL**

PRESORTED  
 FIRST CLASS MAIL  
 US POSTAGE  
 PAID  
 PERMIT NO. 182

Village Of Vernon  
 Vernon Water Dist.  
 Box 1137  
 Vernon, NY 13476

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- Position Budgeting
- Project Accounting
- Purchasing
- Tax
- Utility Billing

My Dashboard UB Account: 52-013002-00 x

Save and Close Save and New

William C. Keenan - williamc.keenan137@emultron.com

Verizon Dist. Central NY 12511

Date	Packet	Type	Receipt #	Reference	Description	Credits	Debits	Cumulative Balance
6/2/2026	UBPKTD1643	Bill		BILL 43002026 - 5312026	BILL 43002026		42,434.33	42,434.33
5/14/2026	Batch-Cashier	Payment	R00128316	13241		-50,146.90		0.00
5/12/2026	UBPKTD1614	Bill		BILL 30312026 - 4302026	BILL 30312026		42,224.04	50,146.90
4/30/2026	UBPKTD1615	Penalty		Past Due	PENALTY BILL		356.41	7,922.86
4/30/2026	UBPKTD1616	Move Revenue Code		Move Revenue Code		0.00		7,566.45
4/30/2026	UBPKTD1617	Move Revenue Code		Move Revenue Code		0.00		7,566.45
4/24/2026	Batch-Cashier	Payment	R00128316	13225		-42,047.54		7,566.45
4/12/2026	UBPKTD1592	Bill		BILL 2282026 - 31312026	BILL 2282026		43,411.59	418,633.99
3/29/2026	Batch-Cashier	Payment	R00128314	13179		-42,224.04		4,222.40
3/27/2026	UBPKTD1591	Penalty		Past Due	PENALTY BILL		4,222.40	46,446.44
3/12/2026	UBPKTD1589	Bill		BILL 16312026 - 2282026	BILL 16312026		42,224.04	42,224.04
2/23/2026	Batch-Cashier	Payment	R00128563	13152		-41,357.05		0.00
2/12/2026	UBPKTD1590	Bill		BILL 12312025 - 1312026	BILL 12312025		41,357.05	41,357.05
1/27/2026	Batch-Cashier	Payment	R00128566	13110		-49,812.93		0.00
1/22/2026	UBPKTD1501	Bill		BILL 11302025 - 12312025	BILL 11302025		49,812.93	49,812.93
12/30/2025	Batch-Cashier	Payment	R00121011	13070		-35,808.35		0.00
12/30/2025	UBPKTD1491	Bill		BILL 10312025 - 11302025	BILL 10312025		35,808.35	35,808.35
11/21/2025	Batch-Cashier	Payment	R00118917	13096		-44,223.64		0.00
11/9/2025	UBPKTD1475	Bill		BILL 9302025 - 10312025	BILL 9302025		44,223.64	44,223.64
10/27/2025	Batch-Cashier	Payment	R00118935	12982		-45,094.32		0.00
10/12/2025	UBPKTD1456	Bill		BILL 9312025 - 9302025	BILL 9312025		45,094.32	45,094.32
9/22/2025	Batch-Cashier	Payment	R00118984	12907		-41,220.55		0.00

Balance: \$42,434.33

(\$3,627.04) \$3,669.482...

**WATER DEPARTMENT ADMINISTRATIVE FEE**

**RESOLUTION 11-41**

Moved by Councilor Jones  
Seconded by Councilor Buss

**WHEREAS**, to protect the water supply from contamination, it is necessary to install cross connection control devices between the customers plumbing and the City's water system, **and**

**WHEREAS**, it is necessary to annually test these devices and provide the supplier with a copy of the test results, **and**

**WHEREAS**, failure to timely complete a certified backflow test should be discouraged, **and**

**WHEREAS**, the Water Board, at their February 8, 2011 meeting, unanimously agreed to recommend to the Common Council that a \$30.00 per month administrative fee be charged for failure to complete annual certified backflow tests, per device on installed devices, and to provide a copy to the Water Department within 30 days of the test results, **now therefore be it**

**RESOLVED**, that the Common Council hereby sets a \$30.00 per month administrative fee for failure to complete annual certified backflow tests, per device on installed devices, and to provide a copy to the Water Department within 30 days of the test results, **and be it further**

**RESOLVED**, that said fee shall commence one (1) year and thirty (30) days from the previous annual test, be billed monthly, and continue until discontinuance of service by the City or copy of device testing is provided, **and be it further**

**RESOLVED**, that said \$30.00 per month administrative fee shall commence 90 days (May 16, 2011) after approval of the Common Council.

Ayes: 5

Nays: 0

Absent: 1 (Moore)

**MOTION CARRIED**

I, Susan Pulverenti, Clerk of the City of Oneida and ex-officio Clerk of the Common Council, do hereby certify that the above is a true and accurate copy of a Resolution approved at a regular meeting of the Common Council held on February 15, 2011.



Susan Pulverenti, City Clerk

Dated: February 17, 2011