



ONEIDA COUNTY SPORTS FACILITY AUTHORITY



800 Park Avenue ♦ Utica, New York 13501
(315) 798-5700

MINUTES OF THE MEETING OF THE ONEIDA COUNTY SPORTS FACILITY AUTHORITY HELD ON March 22, 2024, AT 12:00PM

Members Present: Gregory Gaeta, Joseph Johnson, Dave Guido, Frank DuRoss, Joanne Gerace, Brian Noonan

Also Present: Andrew Dean, Attorney

Absent: Tom Keeler

Authority Business:

Greg calls the meeting to order at 12:15 PM.

A motion was made to approve the minutes from the previous meeting by Joseph Johnson, seconded by Dave Guido. Ayes: 6, Nays: 0. Motion adopted.

Old business

- Dave Guido and Tom Keeler have been reappointed.
- Concession roof was not completed because the cost ended up being more than what was approved. DPW had tested and came back no asbestos, so they are going to requote. This is already approved in DPW budget from 2023.
- Gutters will be installed sometime in April.
- Blue Sox lease extension has been signed by the Blue Sox and Greg Gaeta and is awaiting approval at the net Board of Legislature meeting.
- Roland proclamation update – Andrew to follow up.
- Burrstone water leak has been brought to Tom Keeler attention and Pat Cassidy has had communication with the Water Authority. Hopefully this leads to some resolution.
- Cloud drive was set up successfully with Tom Keeler
- Debit or credit card – Andrew to investigate further and report back at next meeting.
- Fence project that was previously approved will be done in phases, the additional gate to enclose the park will be done first, with the left field fence line to be done at a later date when the schedule allows.

Operations update

- Just turned on the power and water, County B&G bringing up buildings now
- Proctor Superintendent required a field use agreement even though there is already a long-standing agreement in place. A. Dean worked with the UCSD attorneys to develop an agreement acceptable to both sides for the 2024 season.

New business

Staffing discussion about the need of adding a cleaning service/person to pick garbage and clean restrooms the morning after games throughout the season. The Authority also plans to utilize kids through the College Corps program.

Motion by Dave Guido to solicit quotes from staffing agencies to provide janitorial services, or in the alternative to authorize an independent contractor agreement with Ray Merit to provide janitorial services at an hourly rate not to exceed \$40.00 and for a maximum of 20 hours per week. Seconded by Brian Noonan. Yes: 6, No: 0. Motion adopted.

Motion by Frank DuRoss to authorize all agreements required to accept all seasonal employees or College Corp interns through the Oneida County Department of Public Works for the 2024 and 2025 seasons. Seconded by Joe Johnson. Yes: 6, No: 0. Motion adopted.

General discussion regarding joining the Keystone Purchasing Network and if it complies with requirements. A. Dean to research further.

Greg Gaeta presented the PARIS filing for review and approval.

Andrew Dean to schedule ABO training for JoAnn Gerace before one year anniversary of her appointment. Motion by Joanne Gerace to accept PARIS filing as presented by Chairman Gaeta, except for correcting the spelling of Joanne's name. Seconded by Joe Johnson. Yes: 6, No: 0. Motion adopted.

Special meeting scheduled for March 29, 2024 at 12:00 noon to discuss field turf conversion project.

A motion was made by Frank DuRoss to adjourn the meeting at 1:45 p.m.. Seconded by Brian Noonan. Yes: 6, No: 0. Motion adopted.



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MINUTES OF THE MEETING OF THE ONEIDA COUNTY SPORTS FACILITY AUTHORITY HELD ON March 29, 2024, AT 12:00PM

Members Present: Gregory Gaeta, Joseph Johnson, Dave Guido, Frank DuRoss, Brian Noonan

Also Present: Andrew Dean, Attorney

Absent: Tom Keeler, Joanne Gerace,

Authority Business:

Greg calls the meeting to order at 12:02 PM.

Discussion concerning use of Clark Companies and Keystone Purchasing Network to perform sod-to-turf conversion project. A. Dean advises against piggybacking or treating the procurement as a professional service because the predominance of the project is construction work. Advises treating procurement as a public work and bidding it through Oneida County DPW, with DPW to first RFP for initial engineering/design work.

G. Gaeta asks whether the Authority may contract solely for the preliminary survey/environmental work as a professional service without conducting a bid or RFP. A. Dean advises “yes” but would still want County involved as it is the owner of Murnane Field. A. Dean also cautions that any company selected to do the initial professional service work may be precluded from participating in any ensuing bid for the construction work.

Motion by Frank DuRoss to authorize Chairman to engage professional service firm for environmental survey work to determine feasibility of a turf conversion project, subject to limit of \$30,000.00 and prior assent of County of Oneida. Yes, 5; No, 0. Motion adopted.

A motion was made by Greg Gaeta to adjourn the meeting at 12:30 p.m. Seconded by Joe Johnson. Yes: 5, No: 0. Motion adopted.



ONEIDA COUNTY SPORTS FACILITY AUTHORITY



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MINUTES OF THE MEETING OF THE ONEIDA COUNTY SPORTS FACILITY AUTHORITY HELD ON June 14, 2024, AT 12:00PM

Members Present: Gregory Gaeta (Chairman), Joseph Johnson, Frank DuRoss, Joanne Gerace

Also Present: Andrew Dean, Attorney, WUTR reporters

Absent: Tom Keeler, Dave Guido, Brian Noonan

Authority Business:

Greg Gaeta calls the meeting to order at 12:04 PM.

Motion by Frank DuRoss to adjourn until have quorum. Motion seconded by JoAnne Gerace. Ayes: 3, Nays: 0. Motion adopted.

Meeting reconvened at 12:10 P.M. Joseph Johnson present.

A motion was made to approve the minutes from the previous meetings of 3/22/24 and 3/29/24 by Frank DuRoss, seconded by Joseph Johnson. Ayes: 4, Nays: 0. Motion adopted.

Old business

- Concession roof was not completed because the cost ended up being more than what was approved. DPW had tested and came back no asbestos, so they are going to requote.
- Gutters on old clubhouse has been completed
- Roland proclamation – Andrew Dean will prepare for next meeting
- Burrstone water – No update
- Proctor Batting shell – Proctor still wants but has not taken
- Cleaning contractor working out very well.
- College Corps staff was set up through the County and we have 3 kids on staff that are working out very well.
- Gate to enclose the field expected to be installed within the next couple weeks.
- Trespass warning signs – Andrew Dean looking into having the County make the necessary signs

Operations update

- Successful spring season for MVCC and Proctor High School
- Hosted sectional semifinals
- Legion and Blue Sox season under way

New business

- Tom Keeler is out of work with injury and since Tom and Joe are the only authorized signors on the bank account (two signatures are required) no checks can be issued. Put on agenda for Finance committee to review the need to have a third signor on the bank account for instances like this.
- Motion by Joe Johnson to approve replacement of garage door damaged from vandalism \$1,800, through the company Utica Overhead. Seconded by Frank DuRoss. Ayes: 4, Nays: 0. Motion adopted.
- Turf project update
 - Motion by Joe Johnson to authorize the hiring of consultant Ray Rudolf, P.E. (Yehahes Advisors LLC) to advise the Authority with regard to the turf project, for a total amount not to exceed \$10,000.00. Seconded by Joanne Gerace. Ayes: 4, Nays: 0. Motion adopted.

Next meeting scheduled for September 13, 2024 at 12:00.

A motion was made by Frank DuRoss to adjourn the meeting at 12:47 p.m. Seconded by Joe Johnson. Ayes: 4, Nays: 0. Motion adopted.



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MINUTES OF THE MEETING OF THE ONEIDA COUNTY SPORTS FACILITY AUTHORITY

September 13, 2024, at 12:00 p.m.

1. **Call to order:** 12:05p.m.
2. **Roll Call:** Greg Gaeta (Present), Joann Gerace (Present), David Guido (Present), Frank DuRoss (Present), Brian Noonan (Present at 12:08 p.m.), Tom Keeler (Present at 12:10 p.m.), Joe Johnson (Absent).
3. **Others Present:** Andrew Dean, Esq., Deputy County Attorney-Administration.
4. **Previous Minutes:** Motion by Frank DuRoss to approve the minutes of 6/14/24. Seconded by David Guido. Yes: 4 No: 0, the minutes are approved.
5. **Previous Business:**
 - Chairman advises that the outfield gate is complete, and the field is now enclosed.
 - Still working on no trespassing signs.
 - The garage door will be replaced with a new door/lock.
 - Proctor did not want to take the old batting shell. Discussion regarding whether the City of Utica might want it.
 - A. Dean has prepared the proclamation honoring Dr. Roland Decarlo. Motion by Tom Keeler to approve and issue the proclamation. Seconded by David Guido. Yes: 6 No: 0. The proclamation is issued.
6. **Operations Update:**
 - MVCC will use the field for the Fall season
 - Overall, the field had 10 less events this year than last.
 - T. Keeler provides a revenue report for the year to date. Motion by Tom Keeler to authorize the presentation and submission of the annual budget to the Authorities Budget Office. Seconded by JoAnn Gerace. Yes 6: No 0, the motion passes.
 - Discussion regarding turf project.
7. **New business:**
 - Chairman to call Oneida Herkimer Solid Waste Authority regarding garbage and recycling bins.

- A. Dean to talk to Planning Department regarding possibility of including Murnane Field in electric vehicle charging project.
 - Dick Meiss contract. Motion by Tom Keeler to authorize two-year renewal agreement with Dick Meiss at the rate of \$25 per hour, approximately 720 hours per year. Seconded by Frank DuRoss. Yes: 6, No: 0. Motion is adopted.
 - Randy Merritt contract. Motion by Tom Keeler to authorize renewal of agreement with Randy Merritt for additional one year, at the rate of \$22 per hour. Yes: 6, No: 0. Motion is adopted.
 - A. Dean to discuss whether the County seal should be placed on the field. With CE's office.
 - Next meeting: 12/13 at noon.
8. **Adjourn:** Motion by JoAnn Gerace to adjourn. Seconded by Tom Keeler. Yes: 6, No: 0. Meeting adjourned at 1:20 p.m.



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MINUTES OF THE MEETING OF THE ONEIDA COUNTY SPORTS FACILITY AUTHORITY

December 13, 2024, at 12:00 p.m.

1. **Call to order:** 12:11 a.m.
2. **Roll Call:** Greg Gaeta (Present), Joanne Gerace (Present), David Guido (Present) (Departed at 12:31 p.m.), Frank DuRoss (Present), Brian Noonan (Present), Tom Keeler (Present at 12:30 p.m.), Joe Johnson (Absent).
3. **Others Present:** Andrew Dean, Esq., Deputy County Attorney-Administration.
4. **Previous Minutes:** Motion by David Guido to approve the minutes of 9/13/24. Correction by Joanne Gerace to spelling of her name. Seconded by Frank DuRoss. Yes: 5 No: 0, the minutes are approved with correction.
5. **Reports by Audit Committee and Governance Committee.** Motion by Frank DuRoss to accept the reports of the Audit Committee and Governance Committee. Seconded by Greg Gaeta. Yes: 5, No: 0. The reports are accepted.
6. **Motion:** By Frank DuRoss to reappoint the members to the Audit Committee and Governance Committee for additional one-year terms. Seconded by David Guido. Yes: 5, No: 0. The members are reappointed to the committees for terms as follows:

Audit Committee

Joanne Gerace (Chairperson) (Reappointed for January 1, 2025 through December 31, 2025)

Tom Keeler (Reappointed for January 1, 2025 through December 31, 2025)

Greg Gaeta (Reappointed for January 1, 2025 through December 31, 2025)

Governance Committee

Brian Noonan, Chairperson (Reappointed for January 1, 2025 through December 31, 2025)

Dave Guido (Reappointed for January 1, 2025 through December 31, 2025)

Joe Johnson (Reappointed for January 1, 2025 through December 31, 2025)

7. **Discussion:**

- Proclamation provided to Roland DeCarlo.
- Bidding shell bids were too low, will retain for the winter and reassess next spring/summer.
- Status of bid process for turf project.
- Review of Board officer appointments. No changes are needed.
- Discussion regarding the status of concession stand. The concession stand will be demolished, and all property is being removed.
- Next meeting March 14, 2025.

8. **Adjourn.** Motion by Frank DuRoss to Adjourn. Seconded by Tom Keeler. Yes: 5, No: 0. Meeting adjourned.



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MINUTES OF THE MEETING OF THE SPORTS FACILITY AUTHORITY GOVERNANCE COMMITTEE

HELD ON December 13, 2024, AT 12:00 PM

Members Present: Brian Noonan, David Guido

Committee Business:

Brian Noonan called the committee meeting to order at 12:03 p.m.

Motion by Brian Noonan to approve the Governance Committee minutes of 12/8/2023. Seconded by David Guido. Yes: 2 No: 0, the minutes are approved.

The Committee reviewed the Bylaws of the Authority, the Code of Ethics, the Procurement Policy, the Whistleblower Policy, and the Mission Statement and Performance Goals. Motion by David Guido to recommend readoption of all such items without revision. Seconded by Brian Noonan. Yes: 2 No: 0, the recommendation is made.

Review of Annual Financial Disclosure Form. No action necessary.

Motion by Brian Noonan to recommend that the Authority redesignate Andrew Dean, Esq. as the Ethics Officer. Seconded by David Guido. Yes: 2 No: 0, the recommendation is made.

Motion by Brian Noonan to adjourn. Seconded by David Guido. Yes: 2, No. 0. The meeting is adjourned.



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MINUTES OF THE MEETING OF THE SPORTS FACILITY AUTHORITY AUDIT COMMITTEE

HELD ON December 13, 2024, AT 12:00 PM

Members Present: JoAnn Gerace, Gregory Gaeta

Authority Business:

JoAnn Gerace called the meeting to order at 12 p.m.

Motion by Greg Gaeta to approve the Audit Committee minutes of 12/8/2023. Seconded by Joanne Gerace Yes: 2 No: 0, the minutes are approved.

A review of section 5 of the Bylaws of the Authority, the Committee recommends to the Board that it readopt the Bylaws without revision.

A motion was made by Greg Gaeta to recommend that the Board readopt the Bylaws without revision. Seconded by Joann Gerace. Ayes: 2, Nays: 0. Motion adopted.

G. Gaeta reviewed the 2023 audit engagement letter. The Committee recommend to the Board that it approve continued use of auditor Pat Tykinski if there aren't significant price increases.

A motion was made by Greg Gaeta to recommend that the full Board approve auditor Patrick Tykinski. Seconded by Joann Gerace. Ayes: 2, Nays: 0. Motion adopted.

G. Gaeta reviewed the PARIS filing procedure. The same as last year, Greg and Tom will work together to complete the required information and that Greg will input in portal and present report to the full Board for final approval.

A discussion about the possibility of the Authority adding a debit or credit card for small purchases ultimately was tabled with the intent of discussion by the full board in the next board meeting.

A motion was made by Joann Gerace to adjourn the meeting of the Audit Committee at 12:20 p.m. Second by Greg Gaeta. Ayes: 2, Nays: 0. Motion adopted.