



ONEIDA COUNTY SPORTS AUTHORITY

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



MINUTES OF THE MEETING OF THE SPORTS FACILITY AUTHORITY HELD ON MARCH 17, 2023, AT 12PM

Members Present: Gregory Gaeta, Joseph Johnson, Dave Guido, Frank Duross

Also Present: Andrew Dean, Attorney

Excused: Brian Noonan, Tom Keeler

Authority Business:

Gregory Gaeta calls the meeting to order at 12PM.

Introduction of new Oneida County Attorney, Andrew Dean.

A motion was made by Joe to approve the minutes from the previous meeting, seconded by Dave, all in favor.

Park Outdoor Advertising lease decision made by CE, was executed November 2023. Terms annual rent of \$12,400 with 10% increase after 10 years.

New York State Sales Tax exempt status has been granted, November 2022, thanks to Tom Keeler.

Separate Stop DWI funds - no update as this is Tom's project.

Chris Drought, Oneida County Buildings and Grounds Superintendent will be the new main point of contact with the County.

Security update, we are still waiting for the County to install the single camera that we agreed to test out over the winter. Joe to follow up with IT department.

Replacement of the concession roof was approved by the County and will be handled by Buildings and Grounds.

Parking lot lights in the process of being repaired. During the process it was discovered that Faxton is responsible for the cost of the lights and the entrance is the panel right next to the main entrance to the parking lot off Sunset Ave.

Staffing update, Dick Meiss will be back in early April and Bob Cunningham is already approved to work by Buildings and Grounds. Discussion of finding some eligible College Corps kids to supplement staff. Frank Duross to pursue with MVCC for potential candidates (not just limited to baseball or athletes but any students).

PARIS filing being currently being worked on. Discussion about who reviews it before filing. General recommendation is that more (Chairman & Attorney) or the entire board should review. Along with this some items of the website need to be updated. Greg will review and submit changes as needed.

Upcoming projects are not many until we get into the field. On the list is replacing the batting shell and home plate area improvement.

Opening day scheduled for March 25th, which will be delayed since the last storm will set that back.

We were contacted by Travel Baseball Rankings to host a tournament in August. Greg responded but never heard anything more.

A motion was made by Joe to enter executive session at 12:45, seconded by Frank, all in favor.

A motion was made by Frank to end executive session at 1:00, seconded by Joe, all in favor.

General discussion related to the joint grant request from Oneida County and the PGCBL. The purpose of the discussion was to rank projects in order of importance. Currently there is no indication that any grant is being awarded.

A motion was made by Dave to adjourn the meeting at 1:14, seconded by Joe, all in favor.



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MINUTES OF THE MEETING OF THE SPORTS FACILITY AUTHORITY HELD ON JUNE 2, 2023, AT 12PM

Members Present: Gregory Gaeta, Joseph Johnson, Dave Guido, Frank Duross, Brian Noonan, Tom Keeler, Joanne Gerace

Also Present: Andrew Dean, Attorney

Excused: None

Authority Business:

Gregory Gaeta calls the meeting to order at 12PM.

Introduction of new board member Joann Gerace.

A motion was made by Joe Johnson to approve the minutes from the previous meeting, seconded by Tom Keeler, all in favor.

The Oneida County Board of Legislators reappointed the existing members, Dave Guido, Frank DuRoss, Joe Johnson and appointed new member Joanne Gerace.

The separation of the Stop DWI funds has been completed. The funds are no longer in our account.

Security cameras were purchased and set up on data plan by the County and provided to the Authority for installation.

Parking lot lights in the process of being repaired by the County Buildings and Grounds. The lights work on one side of the parking lot but the other side still needs repair. The County was there yesterday working on them but the completion date is unknown at this time.

Staffing update, in addition to Dick Meiss and Bob Cunningham we have added two college corps program staff. One is returning from last year but will only be with us for June. The other is in conjunction with the Blue Sox as he also is an intern for them.

One main project that has been completed is the rebuilding and raising of home plate area. Also had the bleachers and grand stand pressure washed. This has been done sporadically in the past by county workers or kids. Having it done professionally produced much better results.

Reviewed the officer positions that were elected in August 2021, no changed needed.

Pressure washing of bleachers was professionally completed.

A motion was made by Dave to purchase a new batting turtle, a Big Bubba in the amount of \$6,600, seconded by Frank , all in favor.

A motion was made by Joanne to declare as surplus and dispose of the old batting turtle (excluding net), to surplus auction, seconded by Frank , all in favor.

A motion was made by Joe to purchase four (4) JBL speakers in the amount of \$4,636 installed, seconded by Tom, all in favor.

Andrew advised that each board member should be sworn in by the County Clerk.

Andrew advised that Joanne will need to complete the Public Authority training if she hasn't already.

A motion was made by Joe to accept the amended ethics policy, seconded by Tom, all in favor.

A motion was made by Tom to approve independent contractor agreement with Richard Meiss for either 1 or 2 years, at Meiss' option, seconded by Dave, all in favor.

A motion was made by Joe to accept the amended bylaws, in the form presented by A. Dean, thereby creating the Audit and Governance Committees, among other changes, seconded by Brian, all in favor.

A motion was made by Frank to establish the Audit Committee with the following members, seconded by Joe, all in favor. Each committee member shall serve a term of one year, unless reappointed for additional terms.

- Joanne Gerace, Chairperson
- Tom Keeler
- Greg Gaeta

A motion was made by Tom to establish the Governance Committee with the following members, seconded by Frank , all in favor. Each committee member shall serve a term of one year, unless reappointed for additional terms.

- Brian Noonan, Chairperson
- Dave Guido
- Joe Johnson

General discussion about meeting notice requirements, committee meetings and scheduling regular meetings.

A motion was made by Frank to adjourn the meeting at 1:27 p.m., seconded by Tom, all in favor.



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MINUTES OF THE MEETING OF THE SPORTS FACILITY AUTHORITY HELD ON September 1, 2023, AT 12PM

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

Also Present:

Absent: Tom Keeler, Joanne Gerace, Andrew Dean, Attorney

Authority Business:

Greg calls the meeting to order at 12PM.

A motion was made by Joe to approve the minutes from the previous meeting, seconded by Frank, all in favor.

Update of previous items:

- The County DPW has completed the repair of all parking lot lights.
- The new speakers were installed (Greg with assistance from County) and Big Apple helped to configure to add improved safeguards.
- Batting shell has been received and assembled. The old needs to be auctioned.
- The bylaws have been amended; attorney needs to file to complete process.
- County concession roof replacement is still in the process of getting quotes to determine the best course of action.
- Website update issue has been resolved. Greg has contacted the County IT help desk and is able to successfully update the website as needed.

Update on operations:

- Added capability to irrigation system to be able to remotely control the system.
- 2023 saw the field host 13 fewer events that resulted in a slight 1% increase in revenues.
- Staffing outlook for 2024
 - College Corp kids did well, both expected to return and have a third interested.
 - Bob Cunningham has hinted that he will either not return or return in a lesser role. Bob handled most of the cleaning duties. We will need to get assistance from the County to cover this.
 - Dick Meiss is planning to return but 2024 may be his last year.

A motion was made by Brian to accept the lowest gutter quote for 6-inch gutters for the old clubhouse once all parties submit revised quotes after being provided guidance, seconded by Frank, all in favor.

Discussed unapproved usage of batting cages, need to defer discussion to attorney.

General discussion about the relocation of the press box resulted in trying to find out if the press box can be built on the top of the grandstand.

The need to improve the infield drainage was discussed and a motion was made by Joe to pursue replacing all infield drainage before the end of the season, seconded by Frank, all in favor.

Greg had contacted Wadas Foundation about the possibility of receiving grants but found out that we do not qualify as there are not enough events for high school and younger aged kids.

A motion was made by Frank to approve the issuance of a debit card to the Chairman for purpose of small purchases within the guidance of the procurement policy after attorney makes the necessary updates to the procurement policy, seconded by Joe, all in favor.

At the next meeting before year end, we will conduct all committee meetings and discuss setting up regularly scheduled meetings for 2024.

A motion was made by Frank to adjourn the meeting at 1:01, seconded by Brian, all in favor.



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MINUTES OF THE MEETING OF THE SPORTS FACILITY AUTHORITY HELD ON December 8, 2023, AT 12:30PM

Members Present: Gregory Gaeta, Joseph Johnson, Dave Guido, Frank DuRoss, Tom Keeler, JoAnne Gerace (left 12:41 p.m.)

Also Present: Andrew Dean, Attorney

Absent: Brian Noonan

Authority Business:

Greg calls the meeting to order at 12:31 PM.

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

Governance Committee report provided by A. Dean
Recommendations for the following:

- Re-adopt bylaws
- Re-adopt code of ethics
- Re-adopt mission statement
- Appoint Andrew Dean as ethics officer

A motion was made to re-adopt the Bylaws without revision by Frank DuRoss. Seconded by Joseph Johnson. Ayes: 6, Nays: 0. Motion adopted.

A motion was made to re-adopt the Code of Ethics without revision by Thomas Keeler. Seconded by David Guido. Ayes: 6, Nays: 0. Motion adopted.

A motion was made to appoint Andrew Dean as ethics officer by Gregory Gaeta. Seconded by Joseph Johnson. Ayes: 6, Nays: 0. Motion adopted.

A motion was made by Thomas Keeler to amend mission statement from “the Oneida County Sports Authority will provide a first class baseball facility and host high school, college, American Legion and professional baseball games” to “the Oneida County Sports Facility Authority will provide a first class baseball facility **servicing the community** and host high school, college, American Legion and professional baseball games **and community events.**” Seconded by Frank DuRoss. Ayes: 6, Nays: 0. Motion adopted.

JoAnne Gerace departed at 12:41 p.m.

Audit Committee report provided by G. Gaeta

The Audit Committee recommends the continued use of Patrick Tykinski to complete the 2023 financial audit, provided there is no large price increase. The Audit committee also discussed the possibility of adding a credit or debit card and ultimately this should be discussed by the entire board at the next board meeting.

A motion was made to approve auditor Patrick Tykinski for 2023 by Joseph Johnson. Seconded by David Guido. Ayes: 5, Nays: 0. Motion adopted.

A motion was made to re-elect the Board Standing Committees for one year terms with no changes by Frank DuRoss. Seconded by Gregory Gaeta. Ayes: 5, Nays: 0. Motion adopted. The Board Standing Committees for 2024 are:

Audit Committee
Chairperson: JoAnne Gerace
Member: Thomas Keeler
Member: Gregory Gaeta

Governance Committee
Chairperson: Brian Noonan
Member: David Guido
Member: Joseph Johnson

A motion was made by Frank DuRoss to recommend the reappointment of Board Members Thomas Keeler (by the County Executive) and David Guido (by the Board of Legislators). Seconded by Joseph Johnson. Ayes: 5, Nays: 0. Motion adopted.

Follow up on previous business

- Concession roof was not completed because the cost ended up being more than what was approved. DPW will revisit.
- The viability of a new press box on the top of the grandstand is still being reviewed by independent engineer.
- The information on the Authority website has been completely updated with the exception information from the PARIS filing, which will be updated after the 2023 filing.
- The batting shell frame was listed on the auctions international site and only received a bid of \$30 which was rejected. Discussion to donate the frame to Utica School District.
- Gutter project was approved pending clarification on bids. All 3 bidders complied with the request to resubmit. The old clubhouse has been prepped to install the new gutters, which will be done in the spring.

A motion was made to dispose of the batting shell frame to the Utica City School District by Joseph Johnson. Seconded by Thomas Keeler. Ayes: 5, Nays: 0. Motion adopted.

A motion was made to approve an award to Gutter King in the amount of \$4,610 to install new gutters on the old clubhouse by David Guido. Seconded by Thomas Keeler. Ayes: 5, Nays: 0. Motion adopted.

Operations update

- Field is closed for the winter
- MVCC trades class replaced the wooden dugout steps for both dugouts
- Installed 3 more security cameras (bringing the total to 5)
- Water Authority

- For the first time we have shut down the water meters with the Authority so we won't be charged the minimums over the winter. The meters have always been turned off but the billing has not. This should save approximately \$1,500 per off season.
- The Authority is still being charged for the Burrstone Road meter which has not been used since 2018. This is costing the Authority \$132 per month. This is an issue for DPW and not the Authority. We have requested that DPW take over paying this bill. Alternatively, the Authority can ask for more money to compensate continuing to pay \$1,500 annually.

New business

Staffing

- College Corp program is working great. The two college kids that worked last summer are attending MVCC and want to return and have been approved to begin working 4/1. We have a third that has expressed interest in working when he returns home from college in mid May.
- Richard Meiss intends to return for 2024 and has indicated that this may be his last year.
- Robert Cunningham has indicated that he would like to help out on occasion but in a much lesser role. This will create a need to find a solution to have the park and restrooms cleaned.
- Roland Decarlo has retired from Oneida County. Roland was in integral part of the Authority, handling the bookkeeping and record keeping duties. Those duties will be handled in combination by Tom Keeler and Greg Gaeta. Tom will handle the check writing and bookkeeping while Greg will handle the PARIS filing. In order to more efficiently store and share information Greg will create a cloud drive that all board members can access. Rolands records will be stored at the office at the field.

A motion was made by Joseph Johnson to issue a proclamation commending Roland Decarlo for his years of service to the Sports Facility Authority. Seconded by Frank DuRoss. Ayes: 5, Nays: 0. Motion adopted. Joseph Johnson will look into obtaining parchment to memorialize the proclamation.

Discussion regarding the need for a gate to enclose the facility with fencing. A. Dean explained that enclosing the facility with fencing will protect the Authority against trespasser liability.

A motion was made by Joseph Johnson to award the fencing project—to replace third base line and add a new gate behind the outfield to enclose the facility—to Gateway Fence Co. in the amount of \$13,000.00. Motion seconded by Thomas Keeler. Ayes: 5, Nays: 0. Motion adopted.

The Blue Sox lease is entering its final year (2024). The Blue Sox have requested an extension. Discussion involving the wording of the lease and that it is the original and may need to be updated. Nothing was determined to be important enough to not offer the extension.

A motion was made by Gregory Gaeta to authorize a two-year renewal of Blue Sox lease to 2025 (\$14,000) and 2026 (\$15,000), provided, however, that should the Blue Sox wish to renegotiate any other terms of the lease, the Chairman will approach the Board to seek additional approvals and authority regarding such terms. Seconded by Joseph Johnson. Ayes: 5, Nays: 0. Motion adopted.

Discussion item: the drainage project in the fall was shut down due to engineering requirements that would have taken too long to get completed before the weather prevented the project from being completed. Other alternatives are being reviewed at this time.

The payment to the public works fund will be made once it can be determined where the payment is supposed to be sent. Attempts to contact NYS regarding this have not been successful.

G. Gaeta has been working with lighting and electrical contractors to develop an estimate to have the field lights replaced. A summary of this lighting upgrade project and the benefits were submitted to the Onieda County Executive at the beginning of December. It is currently being reviewed.

Now that the new hospital has opened, Greg brought up the question of the Faxton parking agreement. The MVHS plan is to keep the Faxton facility as is.

Greg inquired about some sort of memorial or veterans field designation since both Murnane and Donovan were veterans. This will require more research.

The Authority will have regularly scheduled quarterly meetings on the second Friday of each quarter (March, June, September, December) at 12PM at Thincubator.

A motion was made by Joseph Johnson to adjourn the meeting at 1:50 p.m. Seconded by Frank DuRoss. Ayes: 5, Nays: 0. Motion adopted.