



**ONEIDA COUNTY
DEPARTMENT OF PLANNING**

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ANTHONY J. PICENTE, JR.
County Executive
James J. Genovese II
Commissioner

Climate Smart Communities Task Force Meeting #6 - Minutes

October 17, 2025 at 10:00 AM

Oneida County Department of Planning

Conference Room, 3rd Floor

Union Station 321 Main St.

Utica, NY 13501

Introductions and Attendance

Nicole Bourgeois	Oneida County Water Pollution Control
Kristin Campbell	Chief Planner, Oneida County Department of Planning
Amy Heiderich	Senior Planner, Oneida County Department of Planning
Grace Whiffen	Planning Specialist, Oneida County Department of Planning
Hanna Sauberan	Planner, Oneida County Department of Planning
JP Dillon	Planner, Oneida County Department of Planning

The meeting opened at 10:05 PM by Kristin Campbell, speaking on behalf of the Climate Smart Communities Task Force Coordinator, James Genovese. Everyone introduced themselves and the agency or department they represent.

- Kristin Campbell discussed attendance at the meetings and how to increase the number of people who come to the meetings.
 - We discussed rotating the locations for the meetings and see if that helps increase the attendance.
 - Nicole Bourgeois offered to hold the next meeting at the Water Pollution Control Plant and include a tour of the plant.
 - It was agreed that the next meeting will be held on December 10, 2025 at 2:00 pm at Water Pollution Control.

Greenhouse Gas Emissions Inventory- Oneida County Government Oneida County Governmental Operations

- JP Dillon gave an update on where he is with the Greenhouse Gas Emissions Inventory. Most of the GHG inventory data has now been collected. JP Dillon is waiting on a couple of departments, mainly the Airport and a couple miscellaneous accounts from Buildings & Grounds. He was also able to access the national grid account to gather some of the missing information. For the airport, it is unclear still what Oneida County is in control of.
- JP Dillon is almost finished collecting vehicle fleet data, the only department that he still needs is the airport. Water Pollution Control and the Sheriff's department got back to him and has all data from them.

- JP Dillon wants to double check the numbers on calculations for the landfill and wastewater again for methane emissions. OHSWA offered to have an engineer reach out and take a look to see if he was interpreting them correctly.
- The task force decided to move forward with the employee survey sample questions JP Dillon got from the GHG inventory spreadsheet.
 - JP Dillon will create a survey monkey with the questions and send it to James for approval. The County Executive's office can email the survey to all county employees.
 - Nicole Bourgeois brought up the question on how to get the survey to employees who don't have access to the all-county employee email like maintenance and part-time employees.
 - The task force decided for people who don't have access to emails to have a QR code with the survey monkey link and ask their supervisor who would have an email to give them the QR code or just ask the supervisor to let the staff who don't have an email to use the supervisor's computer for the survey.
- JP Dillon explained that we may need to fill out the CAP scorecard, or emission reduction plan actions to include in the Greenhouse Gas Emissions report. Some of these, such as improvements to waste facilities, solar, and other energy-saving retrofits are already taking place within the County.
 - It was decided that we would wait until the data was in to discuss with the constituents at the meeting what reasonable goals would look like.
 - The report will need to include a baseline for each department. The task force will work to make a list of what is needed for the report.
- MVEDD got back to JP Dillon, stating that refrigerant emissions now need to be accounted for in the GHG emission inventory. He will look in NYCRR Part 494 reporting to see if we submit any of the required reports. He plans to reach out to Pat Cassidy from DPW.
 - Some refrigerants are mandatory to report, so there should be an inventory somewhere. This should be reported per building, if applicable.
 - Kristin Campbell told JP Dillon to try to finish up the inventory quickly, so nothing else to the inventory.
- The inventory is about 90% complete.

Open Forum

- Nicole Bourgeois asked if once we get the bronze certification will that help with grants?
 - Kristin explained that yes it will help with grants. Because a lot of the grants in the CFA will ask if the applicant is a certified Climate Smart

Community and what level. There used to be points available if the applicant took the pledge to register, but now several agencies are asking for certification for additional points based on what level the applicant is. Being a certified Climate Smart Community will also give the applicant priority on certain grants.

- There is an EPA grant available for water distribution replacement, meaning sewer and stormwater separation. Municipalities require assistance applying for this type of grant.
- Nicole B explained that Water Pollution Control has applied for the WQIP grant almost every year and have not been awarded. Hopefully, this certification will help with that funding source.
 - Kristin explained that on certain applications, the level of certification could place the applicant higher in the queue.
- Next Steps:
 - Hanna Sauberan, JP Dillon, and Grace Whiffen will start writing the narrative for the GHG Inventory Report. They will start looking at models from other communities and determine what the report should look like.
 - Grace Whiffen will create a Teams channel and add everyone to the team and put our findings into that channel.
 - They will meet on October 23rd to go over the models and get a framework together for the report.
 - A rough timeline is to have the tables ready in December and have a draft ready in March.

The next meeting will be held at the Water Pollution Control Plant conference room on December 10th, 2025 @2:00pm.

Adjournment