

A Regular Meeting of the Board of Trustees of the Village of Oxford was held on April 29, 2025 at the Village Hall - 20 LaFayette Park, Oxford, NY 13830. The Audit Committee met at 7:00 P.M. and the Regular Board meeting started at 7:30 P.M.

Present were: Mayor Terry Stark (via zoom), Trustee Dale Leach, Trustee Dustin Hendricks, Trustee Richard Marks, Trustee Mary Branham, OIC Adam Francis, DPW Superintendent Bill Kelsey, Fire Chief Ron Martin, Clerk-Treasurer Shelly Marks. Also present were Allison Yacano and Shane Butler from Chenango County Planning and William Kelsey from Chenango County Soil and Water Conservation District.

Absent: WWTP Operator Brenton Rideout, Captain Mark Forrest, Zoning Officer/Dog Warden Roger Barrows

The Village Trustees (Audit Committee) reviewed each of the invoices in the abstract for April 2025.

Mayor Terry Stark called the Regular meeting to order at 7:29 p.m.

Pledge of Allegiance to the American Flag was given.

PUBLIC CONCERNS:

William Kelsey, District Technician for Soil and Water, addressed the board. Shared soil and water are offered to the village. The County has approved the Boname Park Property for a grant to improve the park. We will need forest management for the water lines to be able to use the restrooms again. We could drill a well with the sale of the timber and add tourism to the area to attract people to the Oxford area. They would be willing to get a plan together for the village in the timber management of the park. If we have any questions, William is willing to answer and help in any way possible. The income could help with our restrooms and the area that could be developed and it is 112 acres. Allison Yacano is writing a grant for the village for the park. This is being designed to include an upgrade of the bathrooms. The village was gifted the property back in the fifty's. When we received this, we were told that we could not use the park for anything other than for a park.

Mayor Stark asked how we would access spring water for the restrooms. William said it may be useful to drill a well using the timber harvest. To follow up, we can contact William regarding this venture. SPW Kelsey said there are more springs appearing at Boname that have not been there in the past. The baseball field is under water now and is really wet.

Allison Yacano and Shane Butler addressed the board. Allison is the Senior Director of Planning and Shane is the Director of Planning & Airport Administrator. He is also on the Town Board for Smithville.

The village was given a draft schematic plan for Boname Park. Their intent to start this project is due to the fact that Chenango County does not have handicapped accessible parks. Boname Park is a great location due to the proximity to the NYS Veteran's Home. There will be upgrades to the playground, adult gross motor area, upgraded parking and handicap accessible restrooms. The playground would be adaptive/handicap accessible and will be the first in Chenango County to be ADA compliant. They are currently applying for two grants – Municipal Parks and Recreation Grant (NYS Parks) and Community Development Block Grant CDBG (NYS OCR), at a sum not to exceed \$685,000 for the purpose of installing an Adaptive Playground and general upgrades at Boname Park located at 4364 County Road 32, Oxford, New York 13830. The forestry plan could be phase 2 as this grant is due at the end of this week.

Security is a big concern at Boname Park without security cameras up there. There is site prep within the budget to address the wet springs. The restrooms are staying where they are. We would not see the award until September or October of this year and early spring would be the start date assuming funding comes in.

Mayor Stark made a resolution for the park and needs the board to have a Memorandum of Understanding.

**RESOLUTION TO AUTHORIZE APPLICATION, RECEIPT USE AND DISBURSEMENT
OF NEW YORK STATE OFFICE OF COMMUNITY RENEWAL COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) & NEW YORK STATE OFFICE OF PARKS AND
RECREATION MUNICIPAL PARKS & RECREATION (MPR) GRANTS**

At a regular meeting of the Village Board of Trustees of the Village of Oxford, Chenango County, New York, held at the Village Hall, on the 29th day of April 2025, at 7:30 p.m.

The meeting was called to order by Mayor Stark and upon roll being called, the following were Present:

Terry M. Stark,	Mayor	Richard Marks,	Trustee
Dale Leach,	Trustee	Dustin Hendricks,	Trustee
Mary Branham,	Trustee		

The following resolution was offered by Trustee Leach, who moved its adoption, seconded by Trustee Branham, to wit:

WHEREAS, New York State office of Community Renewal Community Development Block Grant (CDBG), or other Federal, State, or Local funding sources have available funds for the purpose of installing an Adaptive Playground and general upgrades at Boname Park, located at 4364 County Road 32, Oxford, New York, and

WHEREAS, the Village of Oxford is interested in installing an Adaptive Playground and completing general upgrades at Boname Park, located at 4364 County Road 32, Oxford, New York, and

WHEREAS, The County of Chenango Planning & Development Department has submitted a proposal to the Village attached herein including an offer to submit the Grant application, and

WHEREAS, The project will be fully funded under the New York State Homes and Community Renewal Community Development Block Grant to cover 100% of the costs, including design/engineering, site work, equipment, and installation, and

WHEREAS, The Chenango County Department of Planning and Development will sign a Memorandum of Understanding with the Village, authorizing the Planning Department to submit the grant with the understanding the Village will retain ownership and maintenance of the facility, and

WHEREAS, the Village Board of The Village of Oxford hereby authorizes the Mayor to execute such documents.

NOW THEREFORE BE IT RESOLVED, that the Village Board of the Village of Oxford is authorizing Chenango County Planning Department to submit application for and receipt, use and disbursement of grant funds as proposed and if so directed. And,

BE IT FURTHER RESOLVED, that the Village Board authorizes the Mayor to sign a letter of Understanding with Chenango County regarding all related documents.

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

Terry M. Stark,	Aye	Richard Marks,	Aye
Dale Leach,	Aye	Dustin Hendricks,	Aye
Mary Branham,	Aye		

Adopted April 29, 2025

**MEMORANDUM OF AGREEMENT
BY AND BETWEEN CHENANGO COUNTY
AND
VILLAGE OF OXFORD**

WITNESSETH

WHEREAS, The Village of Oxford is seeking to provide a more inclusive playground for residents of the Village and surrounding community at Boname Park, located at 4364 County Road 32, Oxford, NY 13830 and

WHEREAS, the New York State Office of Community Renewal Community Development Block Grant (CDBG) may be a suitable vehicle to help provide funds to purchase and install an adaptive playground at the park; and

WHEREAS, a goal as outlined in the Chenango County 2050 Vision Plan Survey is to improve accessibility for all residents of Chenango County, and

WHEREAS, Chenango County desires to assist the Village of Oxford in providing an accessible adaptive playground, will upgrade the Village of Oxford's current playground equipment and other various equipment to increase accessibility and safety.

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, the parties agree as follows:

ARTICLE 1. Terms

- A. The Village of Oxford agrees to allow the County of Chenango to apply for a New York State Office of Community Renewal Community Development Block Grant at a sum not to exceed \$685,000 for the purpose of installing an Adaptive Playground and general upgrades at Boname Park, located at 4364 County Road 32, Oxford, New York 13830.
- B. Chenango County and the Village of Oxford agree to adhere to all grant requirements set forth under the New York State Office of Community Renewal Community Development Block Grant program.
- C. That upon completion of the project, the Village of Oxford shall be responsible for the maintenance and upkeep of the adaptive playground equipment and will keep it in good working order.
- D. This Memorandum of Agreement will commence upon the last day executed and remain in effect indefinitely, or until either party terminates this Memorandum of Agreement with at least 90 days prior written notice.
- E. Upon termination of this Memorandum, both parties agree to enter into good faith negotiations to resolve any differences and provide for orderly closure of this Memorandum of Agreement.

ARTICLE II. Notices

All notices hereunder shall be sent to the following representatives:

Village of Oxford

Mayor Terry M. Stark
Village of Oxford, New York
20 LaFayette Park
Oxford, NY 13830
(607) 843-2512
tstark@stny.rr.com

Chenango County

Shane H. Butler, Director of Planning
Chenango County Department of Planning and Development
5 Court Street
Norwich, NY 13815
(607) 337-1640
shaneb@chenangocountyny.gov

ARTICLE III. Executory Clause

In WITNESS WHEREOF, the individuals listed below are authorized to sign and execute this Memorandum of Agreement between their respective Executive Department Agencies, on the date appearing below their respective signatures.

Chenango County	Village of Oxford
By: _____	By: _____
Title: _____	Title: <u>Mayor</u>
Dated: _____	Dated: <u>4/29/2025</u>

SPW Bill Kelsey is looking at this project as the person who takes care of Boname Park. He asked if the sidewalks could be made wider to include the bench and light post so they do not have to trim around them when mowing. They will also have to do something about the spring at Boname Park. We can still rent the space for the pavilion. Will Kelsey and Allison Yacano could have a phase 3 and work together on this project. Trustee Branham seconded by Trustee Leach made a motion to allow Mayor Stark to sign the MOU with Chenango County. All approved, motion carried.

ABSTRACT:

Trustee Leach seconded by Trustee Marks made a motion to approve Abstract #011 as presented. All voted aye and motion was carried.

General Fund	\$44,975.16
EMS Fund	\$ -0-
Water Fund	\$ 8,528.57
Sewer Fund	\$10,065.34
OFD Capital Project	<u>\$ 8,100.00</u>
	\$71,669.07

APPROVAL OF MINUTES:

Trustee Hendricks moved and Trustee Branham seconded a motion to approve the March 25th Meeting Minutes. All voted aye and motion was carried.

TREASURER’S REPORT:

Trustee Branham moved and Trustee Hendricks seconded the motion to approve the February and March Treasurer’s Reports. All voted aye and motion was carried.

JUSTICE REPORT:

Trustee Marks moved and Trustee Leach seconded the motion to approve the March Justice Report from Judge Ross. All voted aye and motion was carried.

OFD REPORT:

Chief Martin addressed the board. He sent a notification of officers to the Village Board:

Ron Martin, Jr.	Chief
Shane Ingraham	1 st Assistant Chief
Chad Stein	2 nd Assistant Chief
Jake Ingraham	1 st Captain
Dustin Ross	2 nd Captain
Jaden Chesebro	3 rd Captain
Dan Stein	4 th Captain
Stu L’Hommedieu	1 st Lieutenant
Chris Rood	2 nd Lieutenant
Bob Law	Warden
Jim Ross	Warden
Dan Stein	President
Rick McConnell	Vice President

Trustee Marks moved and Trustee Leach seconded the motion to approve the officers. All voted aye and motion was carried.

They have been very busy the past few weeks – critical stress debriefing has not been pleasant. Things are more difficult when you know the people involved. Young people in the department have not seen the tragic calls and they have been watched to be sure they are doing okay.

Structure fire on County Road 17 on a Saturday. The wind was blowing 30 mph and the place opened and the fire blew right through the residence, there was nothing left of the structure though it is still standing. Chief Martin called Norwich to stand by at our station as our engine is on a call. The Southern end of the county was dispatched to our fire and we could not get a standby crew into our station due to lack of personnel. Chief Martin had a conversation with Chief Papelino in Norwich – They are well staffed but they still have companies (paid and volunteers) and are very one sided/protective of their equipment.

We talked to Matthew Gamble on the E Grant and he is supposed to send a tutorial and Kim Nichols will be doing some design work for the project. We are supposed to have a report for the first quarter but because the contract was signed in mid-December, he waived the first quarter report. We are supposed to get information for various aspects of where we are in terms of money we are to have spent. An RFP is needed for grant funding.

We need to address the issue of the ambulance and we need to make a resolution to make this purchase over 10 years and whatever interest we can get.

POLICE DEPARTMENT:

Officer Francis addressed the board. Amelia Wakefield 5K – there is enough police coverage to make this happen. 30 days notice is not acceptable in the future. They are planning to have two runs this year, one at the Otoberfest also. A separate application is needed for both runs. PON wants to do a parade on May 26th from South Washington Avenue to the church on Main

Street and then to the cemetery (similar to what the American Legion used to do.) The Legion has not given us an application in about three years.

The 2020 car is coming up on 6 years and in fiscal year 2026-2027, they will need a new vehicle. Trustee Leach wondered if Senator Peter Oberacker might be able to pull one out of their hat for the village.

EMS REPORT:

Mark Forrest was not present.

WASTE WATER PLANT:

WWTP Operator Rideout was not at the meeting. He submitted his monthly report for April. He has hauled loads of sludge to the landfill. He is not able to get rid of it very quickly because the landfill will only take so much of our sludge a week due to other wastewater plants bringing them sludge.

He checked out the trailer to make sure there were no issues with it after sitting all winter before he used it to haul. He got it greased and lubricated.

WWTP Operator Rideout helped the DPW with various big projects they did this month such as the water leak on Butler Street, hosing off the center of town and helping with the ditch over on West Park.

GP5 and the wet well at the plant were hosed out to help the plant flush out the rags, grit, and grease.

He contacted W2O about finishing the last three pump stations that we must do. They planned to get them done in early May but he will be sure to tell them that we will not be able to pay them until our new budget in June.

He will start chlorinating at the plant on May 15th.

He had a pump stop working over in the pump station on Ross and Fayette. He has another one ordered and on the way.

DEPARTMENT OF PUBLIC WORKS:

DPW Superintendent Kelsey addressed the board. Cooks Tree Service was in to evaluate the batch of trees for this year. Same amount of money as last year. The water service was replaced on Butler Street. The DOT has all sorts of rules for these jobs. It had to be paved within 24 hours of the job. Had to hire Burrell's to do the paving. It has been a long day but it has been fixed.

Patching is a nonstop process, especially downtown. They typically do all the lines downtown and spend \$1,500 on paint. This will not be done by Memorial Day due to DOT doing dragging downtown.

Washed away concrete out front of Village Hall and they will be repairing this issue shortly – two of the guys work on the fountain and two of the guys will be doing the steps.

DPW is picking up bags now weekly and the public is happy they are getting the bags earlier than May.

Some streets need to be ground or we will lose the curbs. They are down to the manholes on some streets and they will need to be lowered as soon as SPW Kelsey is able to get them taken care of.

The street sweeper does not start on its own any more and it needs to be sprayed. Electrical bug that kills the battery. Called Joe Johnson (brand of sweeper where we get parts) and told him what we were looking for. Keep us in mind for a trade-in that he may see coming in. They sweep the streets weekly in the summer.

Call bond counsel (\$120,000) about the dump truck resolution \$58,322 for Shawn Palmer and \$58,000 for the other. Needs proposed bond resolution until 30 days has expired. Two to six weeks with Shawn. A municipality is able to use CHIP money (it must be preapproved) to buy new equipment. However, this will not allow us to get our paving done and reimbursed for.

CODE ENFORCEMENT:

Roger Barrows was not present.

OLD BUSINESS:

None

NEW BUSINESS:

Standard Workday and NYS Retirement System Reporting Resolution

On a motion made by Trustee Branham and seconded by Trustee Marks the following resolution was adopted by the Board of Trustees of the Village of Oxford, NY with a 4-0 vote.

WHEREAS, the New York State and Local Retirement System requires that the Village establish a standard workday for each employee title for retirement reporting purposes,

NOW THEREFORE BE IT RESOLVED: that the Village of Oxford hereby establishes the following as standard work days for its employee and will report days worked to the New York State and Local Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the Village Clerk of the Board of Trustees:

Title	Village Trustee – Dustin Hendricks	Standard Workday Hours
		6

BE IT FURTHER RESOLVED, that a copy of this resolution shall be posted on the official sign board at 20 LaFayette Park, Oxford, NY for a minimum of thirty (30) days; and

BE IT FURTHER RESOLVED, that after the expiration of said thirty (30) days, a certified copy of this resolution and an affidavit of posting shall be filed with the New York State Comptroller.

UPON ROLL CALL VOTE

Mayor Terry M. Stark	AYE
Trustee Dale Leach	AYE
Trustee Dustin Hendricks	ABSTAIN
Trustee Mary Branham	AYE
Trustee Richard Marks	AYE

VOTE: Resolution carried by a vote of 4 in favor, 1 abstain and 0 opposed.

The Standard workday resolution for Dustin Hendricks is 6 hours. Trustee Branham moved and Trustee Marks seconded the motion to approve this.

TRUSTEE COMMENTS:

None

ADJOURNMENT:

Mayor Terry Stark made a motion to adjourn the meeting at 9:03 p.m.

Respectfully Submitted,

Shelly W. Marks
Clerk-Treasurer