

A Regular Meeting of the Board of Trustees of the Village of Oxford was held on June 24, 2025 at the Village Hall - 20 LaFayette Park, Oxford, NY 13830. Audit Committee met at 7:00 P.M. and Regular Board meeting started at 7:30 P.M.

Present were: Mayor Terry Stark, Trustee Dale Leach, Trustee Dustin Hendricks, Trustee Richard Marks, Trustee Mary Branham, WWTP Operator Brenton Rideout, DPW Superintendent Bill Kelsey, Fire Chief Ron Martin, Kim Nichols, Clerk-Treasurer Shelly Marks.

Visitors: Shane Butler, Allison Yacano and Matt Gladstone from The Chenango County Planning Department, Will Kelsey from Chenango County Soil and Water, Kevin Hull, Melanie Canfield

Absent: OIC Adam Francis, Captain Mark Forrest, Zoning Officer Roger Barrows

Allison Yacano presented an updated proposal for updates to Boname Park. The Municipal Parks Plan that they applied for was denied. We were denied this grant as we were not the applicant but the county was. That is the only reason the village did not get the grant. They did not read the application and they did not see the MOU that was signed. Shane Butler said there is another grant that is better suited for the village. It is the same people and they fund up to 75% of the project. Allison said it is a better fit for us. \$675,000 is the total and it is well below our budget. Higher range in the NOPRHP & DASNY funding. There would be no out of pocket expenses for the village or county. The county did a breakdown of the contracting, engineering, and design and listed potential options.

Will Kesley went into the field (Boname Park) and he did a formal timber inventory. He did not go across the road as there is a graveyard down there. The timber must be thinned out and a harvest should be done soon. He made recommendations based on his professional opinion and the village should get between \$75,000 - \$100,000 minimum for the timber harvesting. It is possible to make more during this harvest and this is after the costs associated with the harvesting of trees.

Allison said, our best option is to remove the walking path for now until they can get the water issue taken care of. We can add this to our stage 3 for the track.

If we conduct harvesting between November and March, we will avoid the wet season. Will Kelsey can write up a plan to harvest the land before the improvement project is started to avoid destroying any of the new construction. The harvesting profits are 60% for the owner and 40% for the logger.

It would be next spring/next summer before we would do any construction. Winter could be the time to remove the trees. We could put the income from trees into a capital account to use for Boname Park projects. The village will need a timber management plan made to the standards and to be sure that we qualify. Will said he could put a management plan together to achieve our objectives. Discussion with county on objectives and the plan for the future. Mayor Stark recommends to the board that we go ahead with this plan as it is a free program. He will need a resolution and an MOU signed by the village and the county. Parks Grant as well as federal, state, or local grants. This is a broader MOU than the prior one that was signed.

DEC Forester should have a list of foresters. Tim Russell may be who we want to go with. Matt Gladstone will get the information to Allison and she will send it to us.

Matt Gladstone can come back and discuss trails at a future date when we are interested in this.

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

Mayor Terry Stark called the Regular meeting to order at 7:28 p.m.

Pledge of Allegiance to the American Flag was given.

PUBLIC CONCERNS:

Melanie Canfield from 51 State Street and Kevin Hull, (her brother) reported to the board regarding her driveway, which is super narrow. There are deep drop-offs and they are dangerous with the ditches. She wants a culvert pipe put in to make a wider, safer driveway. She spoke to Bill Kelsey to check on our policy – there are different interpretations of the laws. The village will not pay for this. We used to pay a portion and the residents paid for some of this. More requests have been received and culverts and driveways are the responsibility of the homeowners.

A neighbor had help with their culvert issue from the town and they just wondered if there was any help from the village toward this expense. SPW Kelsey will stop by tomorrow to give Melanie and Kevin more information on the culvert and driveways.

ABSTRACT:

Trustee Leach seconded by Trustee Branham made a motion to approve Abstract #012 as presented. All voted aye and motion was carried.

| | |
|------------------------|--------------------|
| General Fund | \$30,115.32 |
| Water Fund | \$ 5,743.06 |
| Sewer Fund | \$28,648.18 |
| V-Fire Capital Project | <u>\$ 1,720.00</u> |
| | \$66,226.56 |

APPROVAL OF MINUTES:

Trustee Branham moved and Trustee Hendricks seconded a motion to approve the May 27th and June 17th Meeting Minutes. All voted aye and motion was carried.

TREASURER’S REPORT:

May Treasurer’s Report is still being worked on.

RESOLUTION AUTHORIZING ANNUAL YEAR END BUDGET
MODIFICATIONS AND AUTHORIZING THE INITIATION OF THE
UPCOMING FISCAL YEAR RECORDS
RESOLUTION #1 OF FYE 2026

WHEREAS, the annual budget modifications and journal entries are necessary in order to close the books for each current fiscal year in preparation for completing the AFR (New York State Comptroller Annual Financial Report) and the Village’s external audit, and;

WHEREAS, this is a normal annual process of bringing the financial records in line for year end, which requires immediate resolution that may not be consistent with the dates of the Village Board meetings:

NOW THEREFORE BE IT RESOLVED that the Oxford Village Board authorizes the Village Clerk/Treasurer, Village Budget Officer, and the Village’s external auditors to:

- Make the necessary budget modifications and journal entries as needed in any and all funds to close current year books,
- Open the books for the upcoming fiscal year,
- Authorize the input of the upcoming fiscal year Adopted Budget and authorizing set wages for the upcoming year.

AND BE IT FURTHER RESOLVED, the final current year end budget modifications will be presented to the Village Board for review no later than the July board meeting in the upcoming

year, and that this resolution will continue until a subsequent resolution no longer authorizes this practice.

This resolution shall take effect immediately.

MOTION was made by Trustee Hendricks, seconded by Trustee Marks, and voted as follows:

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

STATE OF NEW YORK)
COUNTY OF CHENANGO) ss:
VILLAGE OF OXFORD

I, Shelly W. Marks Village Clerk-Treasurer of the Village of Oxford, Chenango County, New York, **DO HEREBY CERTIFY** that the following resolution was duly passed by the Village Board of the Village of Oxford on this 24th day of June 2025.

Shelly W. Marks
Village Clerk-Treasurer
Village of Oxford, New York

Trustee Branham seconded by Trustee Hendricks made a motion to allow Mayor Stark to sign the MOU for the Boname Park renovations for the county to work on the village’s behalf. All in favor, carried.

Trustee Leach seconded by Trustee Branham made a motion to approve Will Kelsey to develop and present the Forestry Management Plan for the Village of Oxford at no expense to the village. All approved.

JUSTICE REPORT:

Trustee Marks moved and Trustee Hendricks seconded the motion to approve the May Justice Report from Judge Ross. All approved.

OFD REPORT:

Chief Martin addressed the board. They had twenty-two calls on Sunday and twenty-one different roads in the district; there was a barn fire in Norwich and a water rescue. There were no losses in equipment and the riverbank held fine. There were road rescues on Aldrich and Lyon Brook Road. They did not have any mutual aid – they would not have gotten any due to the weather issue. 261 was in Norwich to be their water supply. There was a minor burn at the station which was self-inflicted on the gas stove.

Last Tuesday 6/17/25 – the replacement of 262 was listed at \$591,000; they found savings and presented changes which gave a revised price of \$562,189. Lose some generating equipment and lighting. Chief Martin says to seriously consider the truck based on the new quote he has presented to the board. They do not have a second engine. This is the new truck and the lead time is 15-18 months. The quote is good for a month or two to secure the purchase of the truck.

Kim Nichols is getting close to getting deliverables to go out to bid. He can print 11 x 17, or he can give pdf’s on a memory stick as the file is too big to email. Kim is asking how to advertise \$250,000 for the boiler and HVAC system. Lighting will be a small contract (less than \$50,000). When they are ready for the bids, Kim suggests that we have a mandatory walk through for each project. Put together a solicitation log and hopefully produce 10-12 contractors. He said

to use The Evening Sun but also suggests we put it in the Press & Sun Bulletin as many contractors read that paper. We are obligated to advertise in The Evening Sun but can advertise in any paper.

Tom Wescott is interested in the electrical bid.

EMS REPORT:

Mark Forrest was not present. We will schedule a public forum on July 22nd at 7:00 at the Fire Station (this was verified by Chief Martin).

POLICE DEPARTMENT:

Officer Francis was not present.

WASTE WATER PLANT:

WWTP Operator Rideout addressed the board. He has taken loads of sludge to the landfill. The tire popped so he was delayed in getting all the sludge to the dump. The landfill treats this like nuclear waste and they bury it.

They fixed a manhole on Route 12 at no cost.

There were issues at the pump station after the guy finished. Four bad floats and they replaced all new and have a spare now. Only two were hooked up and wires in the manhole that were not hooked up to anything. Replaced bad floats as they were all broken. Manholes under water and had to turn on extra tank.

They have not heard anything on the secondary pump – Brent will reach out to them.

Flow back to normal in the next day or two.

DEPARTMENT OF PUBLIC WORKS:

DPW Superintendent Kelsey addressed the board. Things have been normal so far this summer. Lack some mowing but it has been wet. The boat launch sign should say river access to eliminate the issues that we have down there.

There is a water leak in front of Ross and Fayette Streets.

The paved ditches on State Street are a mess. The storm took out chunks of pavement. Issues at the end of Greene Street were just beyond the village limits. The DPW helped the town with the flooding issues as they are down two guys and they needed help assessing where the problems are.

Water district contract – we are supposed to (at the end of every billing cycle, after 60 days), give a report to the town and the town is supposed to pay us within 15 days for any delinquent water accounts. If residents do not pay, the town must pay us. They can put the amount on their year-end taxes for payment if they cannot collect from the residents.

Mayor Stark went to a Chamber meeting in Bainbridge. They suggested we do a feasibility study as a group, Greene, Sherburne, Norwich, Oxford, and Bainbridge. We hire a consultant and get a strategy grant for downtown villages. We need a game plan and submit to the NY Forward program again. Strategic planning grant on a larger scale and put in a couple thousand dollars each for that plan for better access to the river. Trustee Hendricks moved and Trustee Branham seconded a motion to partner with four other villages to go with IDA or Commerce Chenango to cost us \$2,000.

CODE ENFORCEMENT:

Roger Barrows was not present.

OLD BUSINESS:

The Board says we should sell the fire trucks and declare surplus and put them on Auction International.

NEW BUSINESS:

Vacation carry over – buy back for excess vacation time. DPW do not seem to take their time off. They have 240 hours plus their new vacation. Need to send out letters.

We will consider using Cole Pecca for the summer student program and hook him up with Will Kelsey. He will be a senior at Oxford Academy in September.

Budget summary for 2025 – 2026 early in the year.

NY Forward Grant – talked to Saratoga associates (Jackson) and they think if they were involved next time, they would not charge us as much to do the work. Mayor Stark wants to know if we should submit the NY Forward Grant again this year. Trustee Branham does not feel good about it this year. Some of our major projects they did not like. We are not shovel ready to do this. Mayor Stark will talk to Saratoga to get their thoughts. Trustee Branham does not feel we were their priority. Mayor Stark does not feel we have good projects.

Mayor Stark talked to Rose Oliver from CHIPS about some land they have in the village and could we go into a project with them for a 30-40 housing project for middle class. The village needs a major project that addresses housing in the Village. There is a waiting list for three-bedroom family housing.

We could hire a consultant to see what the downtown area needs or should have in our municipality.

TRUSTEE COMMENTS:

None

ADJOURNMENT:

Mayor Terry Stark made a motion to adjourn the meeting at 9:48 p.m.

Respectfully Submitted,

Shelly W. Marks
Clerk-Treasurer