

A Re-organizational Meeting of the Board of Trustees of the Village of Oxford was held on July 1, 2025 at the Village Hall - 20 LaFayette Park, Oxford, NY 13830 at 7:00 P.M.

Present were: Mayor Terry Stark, Trustee Richard Marks, Trustee Dustin Hendricks, Clerk-Treasurer Shelly Marks.

Absent: Trustee Dale Leach, Trustee Mary Branham

Mayor Terry Stark called the meeting to order at 6:54 p.m.

The Pledge of Allegiance to the American Flag was given.

Mayor Stark handed out the Code of Ethics to all Board Members.

Mayor Stark discussed and proposed the following Re-Organizational Meeting Resolutions:

PROPOSED RESOLUTIONS

I Advance Approval of Claims

Pursuant to Village Law § 5-524(6), the board of trustees may, by resolution, authorize claims for public utility services, postage, freight, and express charges to be paid in advance of the audit.

Trustee Marks moved and Trustee Hendricks seconded the following resolution:

BOARD RESOLUTION:

“WHEREAS the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight, and express charges; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight, and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows.

Section 2. That this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

II Mileage Allowance

Pursuant to Village Law § 5-524(7), the actual and necessary expenses the officers and employees incur in performing their official duties are a village charge. However, the board of trustees may, in lieu of auditing and allowing a claim for actual and necessary expenses for travel, determine by resolution to pay a reasonable mileage allowance for use of personal automobiles in performing official duties.

Trustee Hendricks moved and Trustee Marks seconded the following resolution:

BOARD RESOLUTION:

“WHEREAS the board of trustees has determined to pay a fixed rate for mileage as reimbursement to Village officers and employees who use their personal automobiles while performing their official Village duties.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees will approve reimbursement to such officers and employees at the rate of **\$.70** per mile.

Section 2. That this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

III Attendance at Schools and Conferences

Pursuant to General Municipal Law § 77-b, municipal officials and employees may attend schools, conferences, and seminars conducted for the benefit of the local government. However, attendance is not authorized, nor can reimbursement be applied for, unless the board of trustees approves of the attendance in advance. This would include such meetings as NYCOM's Annual Meeting/Training School, the Fall Training School for Fiscal Officers/Municipal Clerks, and the Public Works School.

Trustee Marks moved and Trustee Hendricks seconded the following resolution:

BOARD RESOLUTION:

“WHEREAS there is to be held during the coming official year a) the New York State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors Annual Meeting and Fall Training School for Fiscal Officers and Municipal Clerks; c) the New York State Conference of Mayors Public Works School, d) the following county association meetings; e) etc.; and

WHEREAS attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are authorized to attend the following schools:

Shelly Marks	Fall Training School for Fiscal Officers and Municipal Clerks Training School
Brenton Rideout	New York State Conference of Mayors Public Works
Bill Kelsey, Jr.	New York State Conference of Mayors Public Works

Section 2. That this resolution is effective immediately.”

Mayor called the vote and all voted Aye. Resolution approved.

IV Designating Depositories

Pursuant to Village Law § 4-412(3) (2), the board of trustees must designate, by resolution, banks, or trust companies in which the treasurer, clerk, receiver, and town receiver who are designated and appointed as village receiver may deposit village moneys received by them.

Trustee Hendricks moved and Trustee Marks seconded the following resolution:

BOARD RESOLUTION:

“WHEREAS the board of trustees has determined that Village Law § 4-412(3) (2) requires the designation of banks or trust companies for the deposit of all village monies.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees designates NBT Bank depository of all monies received by the Village Clerk-Treasurer and receiver of taxes.

Section 2. That this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

V Procurement Policy

Pursuant to General Municipal Law § 104-b, every municipality must adopt a policy governing the procurement of all goods and services which are not required to be purchased pursuant to the competitive bidding requirements of General Municipal Law § 103. The local policy should take into consideration local circumstances and needs and must be adopted by resolution of the board of trustees. Since the procurement policy must be reviewed annually, it is the policy of the Village Board to complete the review as part of the reorganizational meeting.

Trustee Marks moved and Trustee Hendricks seconded the following resolution:

BOARD RESOLUTION:

“WHEREAS the board of trustees has established a procurement policy pursuant to General Municipal Law § 104-b; and

WHEREAS the board of trustees has reviewed the Village of Oxford Procurement Policy as part of its annual reorganization.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees adopts the current policy attached hereto.

Section 2. That this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

VI CREDIT CARD POLICY

Pursuant to General Municipal Law §104-b, every municipality must adopt a policy governing the procurement of all goods and services which are not required to be purchased pursuant to the competitive bidding requirements of General Municipal Law §103. The local policy should take into consideration local circumstances and needs and must be adopted by resolution of the board of trustees. Since the Credit Card policy must be reviewed annually, it is the policy of the Village Board to complete the review as part of the reorganizational meeting.

Trustee Hendricks moved and Trustee Marks seconded the following resolution:

BOARD RESOLUTION:

“WHEREAS the board of trustees has established a Credit Card Policy pursuant to General Municipal Law § 104-b; and

WHEREAS the board of trustees has reviewed the Village of Oxford Credit Card Policy as part of its annual reorganization.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees adopts the current policy attached hereto.

Section 2. That this resolution is effective immediately

Mayor called the vote and all voted Aye. Resolution approved.

VII Official Newspaper

Pursuant to Village Policy, the board of trustees designates, by resolution, an official newspaper of record at its annual reorganizational Meeting. The paper must be one which has general circulation within the village and cannot be a publication primarily used for advertising purposes.

Trustee Marks moved and Trustee Hendricks seconded the following resolution:

BOARD RESOLUTION:

“WHEREAS the board of trustees has determined that Village Policy requires the designation of an Official Village Newspaper of Record;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees designates The Evening Sun of Norwich, New York as the publisher of record for all legal notices.

Section 2. That this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

VIII Reorganization Meeting Date

Pursuant to Village Law § 3-302(1) the official year of the Village begins at noon on the first Monday of the month following the village election. Since the organizational meeting for the next official year is not scheduled by operation of law, the Board of Trustees must establish that date.

Trustee Hendricks moved and Trustee Marks seconded the following resolution.

BOARD RESOLUTION:

“WHEREAS the Board of Trustees wishes to hold a reorganizational meeting as soon as possible after the beginning of the Village’s Official Year on the first Day of July 2025; and

WHEREAS the first Tuesday of the month following the election in June of 2025 is the **1st of July**: and

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees has set the date for the next Reorganizational meeting as Tuesday, **July 7, 2026.**

Section 2. That this resolution is effective immediately.”

Mayor called the vote and all voted Aye. Resolution approved.

IX CONTRACT ENGINEERING SERVICES

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

WHEREAS, the Village of Oxford Trustees has approved the 2025-2026 Annual budget which includes a Capital Plan, and

WHEREAS, the Village was awarded a V-1 Fire Grant in the amount of **\$1,000,000 in the fall of 2024 followed by a formal contract written in December 2025**, and

WHEREAS, the Village of Oxford, in discussion with the Oxford Fire Department and Buildings and Grounds Committee has deemed it necessary to plan for design and construction oversight services for the HVAC, Plumbing/electrical, windows/doors replacement and other renovations including a 60’ x 40’ addition project at the Oxford Fire Station buildings/grounds, and

WHEREAS, the expected price of these engineering services is an amount that shall not exceed Fifteen Thousand Dollars (\$15,000) which shall be appropriated from eligible funds from the V-1 Fire Grant Fund, and

WHEREAS, it is in the best interest of the Village to take advantage of engineering design and construction service knowledge and expertise currently existing, and

WHEREAS, this resolution is not subject to a permissive referendum.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Village of Oxford do hereby authorize engineering services for design and construction oversight for the HVAC, Plumbing/electrical, windows/doors replacement and other renovations including a 60’ x 40’ addition projects at the Oxford Fire station building/grounds.

BE IT FURTHER RESOLVED that the mayor is authorized to engage New York State licensed engineer Kim Nichols, Midland Hill, Oxford, New York at an hourly rate of \$80.00 not to exceed \$15,000 in total.

BE IT FURTHER RESOLVED this resolution shall take effect immediately.

The foregoing resolution was adopted pursuant to a roll call vote as follows:

Trustee Leach	Absent	Trustee Hendricks	Aye
Trustee Branham	Absent	Trustee Marks	Aye
Mayor Stark	Aye		

X Committees, Appointments & Contacts

Trustee Marks moved and Trustee Hendricks seconded the motion to approve the 2025-2026 Committees, Appointments & Contacts.

XI Village Permits

Trustee Hendricks moved and Trustee Marks seconded the motion to increase the village permit fees from \$10.00 to \$25.00 for all the permits that the village approves.

XII Village Tax Search

Trustee Hendricks moved and Trustee Marks seconded the motion to increase the tax search fee associated with closing costs effective July 1st, 2025, from \$10.00 to \$20.00.

OLD BUSINESS

Trustee Hendricks moved and Trustee Marks seconded the motion to amend the April meeting minutes as noted.

ADJOURNMENT:

Mayor Stark made a motion to adjourn the meeting at 7:15 p.m.

Next Regular meeting will be July 29th at 7:30 for the Regular Monthly Board meeting.

Respectfully Submitted,

Shelly W. Marks
Clerk-Treasurer