

*A Special Meeting of the Board of Trustees of the Village of Oxford was held on August 12, 2025, at the Village Hall - 20 LaFayette Park, Oxford, NY 13830 at 7:00 P.M.

Present were: Mayor Terry Stark, Trustee Dustin Hendricks, Trustee Richard Marks, Trustee Mary Branham via video, Code Enforcement Officer Roger Barrows.

Absent : Trustee Dale Leach, Village Clerk/Treasurer Shelly Marks

Others Attending - Planning Board members Nat Emerson, Dan Matos, Beth Johnson

Mayor Terry Stark called the special meeting to order at 7:00 p.m.

Pledge of Allegiance to the American Flag was given.

PUBLIC CONCERNS:

None

CODE ENFORCEMENT

Mayor Stark opened the floor for discussion with Planning Board members and indicated this was a follow-up discussion from the July 29th Regular Board meeting that required more review and investigation regarding the following topics:

- **23 Main Street**. The property is always unsightly, cluttered with garbage; broken gutters, broken lamp post, broken fence, sidewalks never shoveled, lawn rarely mowed, These conditions have been blatantly evident and worsening for several years.

- **Dollar General** - Parking lot damaged to the point of being unsafe Building is unsightly and does not meet minimum standards outlined under our property maintenance codes Boxes, containers, recyclable materials are still stored in plain view, unenclosed, exposed, and unsightly.

To address the concerns and recommendations raised by the Group and to help alleviate the property maintenance issues in a timely manner the following steps were agreed to be taken

- a. Code Officer will be directed to issue citations following one verbal warning to repeat offenders.

This has been passed on to Code Officer Barrows and will ensure this is standard practice.

- b. Additional Citations will be issued subsequent to the first citation as law allows. Mayor seeking guidance from Village Attorney and/or New York state Conference of Mayors (NYCOM)

Mayor received Guidance from NYCOM via a 66 page Property Maintenance Handbook (2023) and sent pages 40-50 regarding Remedial Options to all involved for review. NYCOM SECTION 5Ai states the following:

In addition, municipalities may also wish to create a penalty for failing to comply with an order of the CEO. Such penalties must be specifically set forth in local law. In addition, for a property owner to be prosecuted successfully for failing to comply with a CEO's order, the order must be personally served upon the property owner to comply with federal and state due process requirements.

Municipalities may provide that each day a violation is allowed to continue constitutes a new and separate offense. In addition, violations of the *New York State Property Maintenance Code* are "punishable by a fine of not more than \$1,000 per day of violation. In order to impose successive fines, the CEO must document the length and continuing nature of the violation. This will require repeated inspections of the property. It is possible to list more than one violation in the same Information. Successive fines are a valuable tool in obtaining voluntary compliance. Finally, violations of the *Uniform Code* are punishable by a fine of \$1,000 per day the violation exists and/or a prison sentence not to exceed one year.

Discussion with Village attorney James Gregory post meeting (August 14th) advised Village as follows:

1. Send by *first Class mail the Violation letter including the citation for the next Local Court session (September 3rd or 17th) Alternatively we can use a Process of Server but we would then have to have an affidavit of Service and be cognizant that the server typically would make several attempts (4-7) and if not successful would then mail the summons to the individual and provide the Village with an affidavit of service. This is time consuming and likely well past September 3rd or even September 17th but allows a better paper trail.
 2. If Village code does not specifically state that each day a violation is allowed to continue constitutes a new and separate offense, the Village needs to change its code to include such language to be enforceable. Additionally, it is advised that to impose successive fines that we need to not only document the length and continuing nature of the violation, we also need to allow time stated in the violation letter to expire prior to issuing a new citation. We also should send picture of the violation area identifying each pot hole by number so to avoid a claim that the pot hole violation is not a continuing problem because it is a different pot hole in question.
 3. As there is a difference between residential notice and corporate notice, we are legally required to personally serve a corporate officer or agent of owner of property (Sherburne DG LLC). to be enforceable). Advice is to, send the violation letter by first class mail including the citation. This may be successful and timelier but to ensure legal compliance the corporation must be personally served
- c. Village will review current fine levels established at other communities and raise fines consistent with local communities and compliant with any state laws. Code must be changed via Local law and will take about 90 days.
- A special meeting needs to be confirmed for September 9th to review fine levels, construct code language changes, and pass resolution.
- d. Village will renew efforts to identify and hire a second authorized Code Officer position to concentrate on problem properties that require significant time, effort and costs. Absentee owners represent 80-90% of the problem properties and require more than 10 hours of time to contact and provide legal service of notice. Additional Legal process and guidance varies depending upon the nature of the violation. A new budget recommendation will be forthcoming for Board review and is anticipated to require a budget modification of about \$5,000.
- e. Violation letters were sent to Greene Street & Water street properties regarding proper storage of receptacles.
- Water Street has complied and Greene Street has not. Code Officer to issue citation to Greene Street owner and notify tenants they are subject to a citation as well. We could also notify Garbage collector (Bert Adams) that receptacles are in village right of way and will be removed and stored at DPW.
- f. Village will review suggestions for other property maintenance remedies including the following:
- Infractions not of willful non-compliance or neglect but rather financial means. Need to Assess and identify property maintenance needs. Update prior housing assessments completed in 2018.

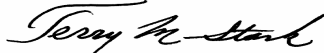
- Provided guidance to develop Volunteer Task Force interested in assisting owners to cover cost of labor (raking/mowing lawns, small repairs) materials (paint, stain, lumber, etc.,) and facilitating larger professional property improvements. This would include discussions with officers/members of:
 - Greene Impact program Jim Willard
 - Oxford Habitat for Humanity Audrey Johnson
 - Oxford Promote Oxford Now Sarah Johnson
 - Oxford Service Clubs Rotary, Lions, Masons
 - Oxford Oxford School OACS – Student Gov’t – Ag Class
 - Norwich Curb Appeal Program Pegi LoPresti
 - Norwich House Rehab Program Erik Scrivener

Mayor to follow up with Planning Board to provide potential areas of Planning Board review for FY 2025-26.

ADJOURNMENT:

Mayor Terry Stark made a motion to adjourn the meeting at 8:39 p.m.

Respectfully Submitted,



Terry Stark
Recorder of Minutes

BOARD REVIEW NOTICE
AGENDA ITEMS FOR REGULAR BOARD MEETING
AUGUST 26th

BIDS V-1 FIRE -STATION CAPTIAL PROJECT
(ATTACHED AS SEPARATE DOCUMENT)

PARKING LOT LEASE (ATTACHED AS SEPARATE DOCUMENT)
Board Discussion Regarding terms and Resolution to renew Lease

STAFFING PLAN REVIEW FY 2026-2027 (ATTACHED AS SEPARATE DOCUMENT)

TAX SALE PROPERTIES – Auction Sept. 13th 10 am Canasawacta Country Club.
Board Discussion regarding any Public Purpose for Village option to BID

<u>Address</u>	<u>Tax ID</u>	<u>Assessed</u>	<u>Code</u>	<u>\$ Delinquent</u>
15 Taylor	182.12-3-55	\$48,400	Single Family Residential	\$26,591
54 S Washington	182.15-1-59	<u>\$10,000</u>	Single Family Residential	\$7,233
14 Mechanic	182.16-3-52	<u>\$45,600</u>	Single Family Residential	\$14,619
4402 County Rd 32	171.1-70	<u>\$56,700</u>	Single Family Residential	\$10,000

The 15 Taylor Street House has a long history of neglectful owners. The most recent example the owner who bought at tax sale four years ago and has neglected the property and has never paid the taxes or improved the property in any way. PON is considering the property as a potential candidate for their Housing Rehab program but do not have funds available to invest until they sell the 54 North Washington Ave property later this fall or next spring. History indicates that another tax sale buyer will purchase without visiting the property or assessing the cost to bring up to code and neglect the house for another four years and the cycle again repeats.

Though not on this year’s tax sale, 15 Taylor street is another eyesore that was purchased two years ago at a tax sale and the owner has not paid the taxes or improved the property. The village has had to hire contractors to mow the lawn and do basic clean-up. Consequently, this property will likely be up for tax sale in another two years.

There are other similar properties in the village and it seems it would be in the best interest of the Board, the Taylor Street neighborhood and the village as a whole to have a program to address these types of deteriorating properties.

The 14 Mechanic street and 4402 County Road 32 properties are owned by the same people (ED& Donna Somers) . One of the owners has recently died and the other is in an extended care facility. Both properties are still viable properties that a new owner can save and improve. Whether PON has any interest in either of these two properties is not yet known. However, the village does have concern about each property as follows:

1. The 4402 County Rd 32 property is adjacent to Boname Park and if it is not taken care of would become anymore detracting from the Park's appearance. As well there are water rights written in the deed that allows the owner to use a spring on Boname Park property and has been a source of contention over the years.
2. The 12 Mechanic street property has a violation pending for a tree impeding the sidewalk path. As the electricity is currently turned on and lights are being used, there may be squatters occupying the property. Code Enforcement is following up and will have a report at the August 26th meeting. Squatters have created situations in other properties in the village that delay delays a new owner being able to address improvements to the properties.

AMBULANCE PURCHASE

Board discussion regarding Funding Plan

1. Resolution for loan application to NYS Fire fighter Revolving Loan Fund
**VILLAGE BOARD RESOLUTION VILLAGE OXFORD NEW YORK
AUGUST 26, 2025
RESOLUTION TO AUTHORIZE APPLICATION, RECEIPT
USE AND DISBURSEMENT OF
NEW YORK STATE FIRE FIGHTER REVOLVING LOAN FUNDS**

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

WHEREAS, the **NEW YORK STATE FIRE FIGHTER REVOLVING LOAN FUND** has made available Loan Funds for the purchase of Fire/EMS apparatus to protect the the health and safety of all village of Oxford and Oxford Fire District #23 residents; and

WHEREAS the Village of Oxford has authorized the replacement of a 20 year old Ambulance no longer capable of consistently performing its essential duty, and

WHEREAS the Village Board of The Village of Oxford hereby authorizes the Mayor to apply for such funds and to execute such documents, therefore

BE IT RESOLVED that Terry M. Stark, as Mayor of The Village of Oxford, is hereby authorized and directed to file an application for funds from the **NEW YORK STATE FIRE FIGHTER REVOLVING LOAN FUND** in an amount not to exceed One Hundred Thirty Five thousand (\$135,000) dollars representing 57% of the total project estimated cost of Two Hundred Thirty Five thousand (\$235,000) dollars of which the Village will provide one hundred thousand (\$100,000) dollars from the Oxford Fire Department Reserve Fund and upon approval of said request to enter into and execute a project agreement with the **NEW YORK STATE FIRE FIGHTER REVOLVING LOAN FUND** for such financial assistance to the Village of Oxford for the OFD Apparatus Program.

The question of the foregoing Resolution was duly put to a vote and, upon roll call, vote was as follows:

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

The foregoing Resolution was thereupon declared duly adopted. DATED: August 26, 2025

DPW SWEEPER - FUNDING PLAN

Board passed Resolution at May 27th meeting to authorize purchase of used DPW Sweeper up to \$25,000. DPW Superintendent Kelsey recently received information about a 2010 City of Ithaca sweeper listed via an on-line auction. DPW called Ithaca DPW and discovered the sweeper inoperable due to a blown hydraulic hose. This is a time-consuming repair and there are other issues with the unit. Consequently, DPW contacted Joe Johnson Equipment and they have a 2012-2015 sweeper in excellent condition following replacement of all wearable items. The price is less than \$50,000 (See pictures attached Exhibit I) but well above the \$25,000 the Board approved in May. DPW is awaiting a firm quote. Superintendent Kelsey has requested the Board consider the purchase as 2012-2015 similar units are selling for \$100,000 or more.

There are two issues to address:

1. **What is funding revenue source? Possible options are as follows**
 - a. DPW did not spend FY 2025 Equipment budget of \$18,000 and as a consequence was \$18,000 under budget for the year. These funds are now part of the unassigned fund balance. They could be reallocated to DPW equipment Budget via Budget modification in FY 2026.
 - b. Current FY Year Equipment budget is \$18,000 and was not dedicated to any specific purchase. This could be designated as a funding source
 - c. Obtain Loan of up to \$14,000 from NBT bank for 5 years at 4.0 interest. This would add about \$3,300 to the annual debt schedule which is already stretched due to the DPW new Dump Truck and OFD capital projects.
 - d. Allocate the \$14,000 balance remaining from the Unassigned fund Balance.
2. **Compliance with formal Bidding Requirements for purchases over \$20,000?**

Under General Municipal Law § 103, the competitive bidding laws apply to any "political subdivision" that enters into a purchase contract (e.g., equipment, materials, supplies, etc.) exceeding \$20,000 or a public works contract exceeding \$35,000.4 General Municipal Law § 103 was amended in 2011 and 2012 to allow "political subdivisions" to authorize purchase contracts, including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the Law, to be awarded on the basis of best value as that term is defined in State Finance Law § 163.5 To use the best value standard, the "political subdivision" must first adopt a local law (or a resolution in the case of a special district or school board) authorizing it to use that standard. A political subdivision is defined as any county, city, village, town, school districts, district corporation, or board of cooperative educational services The Office of the State Comptroller (OSC) has opined that purchase contracts apply to the procurement of commodities and public works includes contracts for services labor or construction

EXCEPTIONS

SURPLUS AND SECOND-HAND SUPPLIES, MATERIALS AND EQUIPMENT

Pursuant to General Municipal Law § 103(6), a municipality may purchase surplus and second-hand supplies, material or equipment without competitive bidding from the federal government or any other political subdivision or public benefit corporation. This exception does not apply to surplus and second-hand materials purchased from private entities meaning the village cannot generally purchase equipment from private sources at auction without another exception to competitive bidding.

Other **exceptions to competitive bidding** may apply in circumstances such as **emergencies**, purchases through **certain county or federal contracts**, purchases through the **New York State Office of General Services (OGS)**, and **sole source procurements**.

Municipalities can comply with competitive bidding requirements by utilizing "Sourcewell" or other similar companies. The reasons are as follows:

- **Competitive Solicitations:** Sourcewell conducts its own rigorous, national competitive solicitations (RFPs/IFBs) on behalf of its participating agencies.

- **Pre-Awarded Contracts:** These solicitations result in contracts awarded to high-quality suppliers, which are then available for use by government, education, and nonprofit entities.
- **Meeting Local Requirements:** By leveraging Sourcewell's pre-solicited contracts, municipalities can often satisfy their competitive bidding obligations and save time and resources typically spent on drafting and evaluating their own RFPs.
- **Compliance and Transparency:** Sourcewell ensures its procurement process complies with state and federal regulations affecting cooperative purchasing, and provides documentation for transparency.

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

VILLAGE BOARD RESOLUTION VILLAGE OXFORD NEW YORK
AUTHORIZING THE PROCUREMENT OF A USED
2012-2015 STREET SWEEPER

WHEREAS, the Village of Oxford DPW has previously advised the Village Board of its continuing need to repair, replace and update its fleet of equipment; and

WHEREAS, the Village Board is aware of the DPW's request and need to acquire a used 2012-2015 Street Sweeper; and

WHEREAS, the purchase price for such equipment has been determined to not exceed Fifty Thousand and 00/100 Dollars (\$50,000.00); and

WHEREAS, such procurement constitutes a Type II action for purposes of State Environmental Quality Review and, as a result, no environmental impact is anticipated.

NOW, THEREFORE, BE IT RESOLVED that the Village of Oxford Board of Trustees hereby authorizes the Mayor to execute any necessary documents to purchase a used Street Sweeper, in an amount not to exceed Fifty Thousand and 00/100 Dollars (\$50,000); and be it further

RESOLVED that the Village Board of Trustees hereby authorizes a budget transfer to move Thirty-Six Thousand and 00/100 Dollars from unassigned Fund Balance to A5110.200 Street Maintenance Equipment to effectuate the above referenced purchase. And be it further

RESOLVED that the Village Board of Trustees hereby authorizes the current Eighteen thousand and 00/100 dollars budgeted in A5110 be dedicated to the above referenced purchase and be it further

RESOLVED that the Village Board of Trustees may procure equipment without competitive bidding by exercising one of the following exemptions:

SURPLUS AND SECOND-HAND SUPPLIES, MATERIALS AND EQUIPMENT

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Other **exceptions to competitive bidding** may apply in circumstances such as **emergencies**, purchases through **certain county or federal contracts**, purchases through the **New York State Office of General Services (OGS)**, and **sole source procurements**.

Municipalities can comply with competitive bidding requirements by utilizing "Sourcewell" or other similar companies. And it be further

RESOLVED that the question of the foregoing Resolution was duly put to a vote and, upon roll call, vote was as follows:

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

The foregoing Resolution was thereupon declared duly adopted. DATED: August 26, 2025