

A Regular Meeting of the Board of Trustees of the Village of Oxford was held on August 26, 2025 at the Village Hall - 20 LaFayette Park, Oxford, NY 13830. Audit Committee met at 7:00 P.M. and Regular Board meeting at 7:30 P.M.

Present were: Deputy Mayor/Trustee Dale Leach, Trustee Mary Branham, Trustee Dustin Hendricks, Trustee Richard Marks, WWTP Operator Brenton Rideout, DPW Superintendent Bill Kelsey, OIC Adam Francis, EMS Chief Mark Forrest, Fire Chief Ron Martin, Engineer Kim Nichols and Deputy Clerk-Treasurer Paula Crippen.

Absent: Mayor Terry Stark, Clerk-Treasurer Shelly Marks, Zoning Officer Roger Barrows.

The Village Trustees (Audit Committee) reviewed the invoices on the abstract for August 2025.

Deputy Mayor Leach called the regular meeting to order at 7:30 p.m.

Pledge of Allegiance to the American Flag was given.

PUBLIC CONCERNS:

Laura Coelho from the Oxford Garden Club presented the metal sign to be erected in Lafayette Park recognizing the garden club’s work in the park and village. The board had previously approved having the sign made when presented by Edith Holtz at an earlier board meeting. The DPW will have the sign posted on the back side of the wooden electric box at the veteran’s memorial in Lafayette Park.

ABSTRACT:

Trustee Hendricks moved and Trustee Marks seconded a motion to approve Abstract #03 as presented. All voted aye and motion was carried.

General Fund	\$ 138,877.32
Water Fund	\$ 29,585.08
Sewer Fund	\$ 96,435.53
Water Imp Project	\$ -0-
OFD-V-Fire Project	<u>\$ 227.58</u>
	\$ 265,125.51

APPROVAL OF MINUTES:

Trustee Branham moved and Trustee Hendricks seconded a motion to approve the July 29, 2025 and August 12, 2025 meeting minutes. All voted aye and motion was carried.

TREASURER’S REPORT:

Trustee Marks moved and Trustee Branham seconded a motion to approve the June and July 2025 Treasurer’s reports. All voted aye and motion was carried.

JUSTICE REPORT:

Trustee Hendricks moved and Trustee Marks seconded a motion to approve the Justice report for August 2025. All voted aye and motion was carried.

POLICE DEPARTMENT:

Officer Francis reported on the Employee Assistance Program (EAP) presentation. It will be on September 4 at 9:00 a.m., via Zoom. He will send the link to the board members.

Oxtoberfest – no alcohol again this year.

Office Francis will be shifting his schedule from 7-3 to patrol 6-2 instead, for the upcoming school start week.

OFD REPORT:

Engineer Kim Nichols reviewed the bids for the fire station project. He recommended accepting the lowest bids on all 3 contracts, with the exception of the alternate shower room bid. He recommends waiting on that piece for now.

Village of Oxford				Plumbing Bid	
Fire Station Addition & Renovations				8/19/2025	
Contract # 3			Preliminary Bid Tab Results		
Plumbing Work (PC) (Contract #3)	BASE BID	ALTERNATE #1 Shower Room	ALTERNATE # 2	SE BID + ALTERNAT	
Treffeisen & son	\$ 189,600	\$ 33,900		\$ 223,500	
				Electrical Bid	
				19-Aug-25	
Contract # 2			Preliminary Bid Tab Results		
Electrical Work (EC) (Contract #5)	BASE BID	ALTERNATE #1	ALTERNATE	ALTERNATE #	BASE BID + ALTERNATES
Westcott Electric	\$ 35,500				\$ 35,500
Blanding Electric	\$ 58,750				\$ 58,750
Treffeisen & Sons	\$ 85,600				\$ 85,600
Upstate Companies	\$ 95,780				\$ 95,780
					\$ -
					\$ -
					\$ -
					\$ -
				Mechanical & HVAC Bid	
				8/19/2025	
Contract # 1			Preliminary Bid Tab Results		
MECHANICAL WORK (HVAC) (Contract #1)	BASE BID	ALTERNATE #1	ALTERNATE # 2	SE BID + ALTERNAT	
C&H Cooling & Heating	\$ 147,447			\$ 147,447	
Treffeisen & Sons LLC	\$ 468,700			\$ 468,700	
	\$ 372,547	Total Low Bids		\$ 406,447	

Trustee Branham moved and Trustee Hendricks seconded a motion to accept the contract #1 (HVAC) bid from C& H Cooling & Heating. Trustee Marks moved and Trustee Branham seconded a motion to accept the contract #2 (Electrical) bid from Westcott Electric. Trustee Branham moved and Trustee Hendricks seconded a motion to accept the contract #3 (Plumbing) bid from Treffeisen & Son for the base bid, not the alternate #1 Shower Room job.

Chief Martin discussed equipment repairs done and needed. To complete all required work will put the OFD over budget. If needed repairs are not done to truck 267, it will be taken out of service and there will be no backup to 261. Truck 267 is not ideal to use in the village because of all the low-hanging branches and wires. It is not ideal to use in the town because of the space needed to set it up (takes up too much road space). If the village were to put it up for sale it would have to be fixed anyway to safely sell it. Trustee Leach suggested tabling a decision until the mayor is present and part of the conversation.

EMS REPORT:

Chief Forrest reported that on 8/14/25 the ambulance was dispatched but would not start. He had the battery replaced. It was out of service for about 24 hours. He discussed other equipment issues and wondered if we are planning on moving forward on purchasing the new ambulance. The vendor has reached out to him to check in. Staffing still a challenge after 8 p.m.

WASTEWATER PLANT:

WWTP Operator Brenton Rideout reported all pump stations have now been replaced and are working well. Secondary pump replacement he discussed last month would have to be rebuilt or replace all piping/pump/etc. W2O company has said they can try to save parts instead of replacing and would save a lot of money. Brent suggests we pick up the secondary pump in Albany and have W2O look at it. Rebuilding diffusers in the digester. Have been assisting DPW to rebuild/reset manholes in preparations for S. Washington Ave. paving.

DEPARTMENT OF PUBLIC WORKS:

DPW Superintendent Bill Kelsey reported on water service leaks on Columbia and Merchant. Need policy on homeowner fixing leaks within a reasonable amount of time. DPW ground 27 tree stumps. Update on sweeper. Trustee Hendricks moved and Trustee Marks seconded a motion to purchase the used sweeper for \$45,800. All voted aye and motion was carried. Status of equipment out back (2 fire trucks and a tanker – someone wants to buy them). Bill would like to get rid of them as it's looking junky out there. Would need to post publicly to accept bids. Someone needs to notify Chief Martin. Required lead and copper testing has been completed. Switched some water sampling sites which was ok'd by the Health Dept. One site tested positive, but at a very low, acceptable level. Street sweeping and preparing S. Washington Ave. for paving on Thursday. Village using 5-10,000 gallons less per day than in the past.

ZONING/CODE ENFORCEMENT:

Roger Barrows was absent.

OLD BUSINESS:

None

NEW BUSINESS:

None

TRUSTEE COMMENTS:

None

ADJOURNMENT:

Deputy Mayor Leach made a motion to adjourn the meeting at 8:55 p.m.
Next regular meeting will be Tuesday, Sept. 30, 2025, at 7:30 p.m.

Respectfully Submitted,

Paula Crippen
Deputy Clerk-Treasurer