

A Special Meeting of the Board of Trustees of the Village of Oxford was held on September 2, 2025, at the Village Hall - 20 LaFayette Park, Oxford, NY 13830. Special Board meeting started at 7:00 P.M.

Present were: Mayor Terry Stark, Trustee Dale Leach, Trustee Dustin Hendricks, Trustee Richard Marks, Trustee Mary Branham, Village Engineer Kim Nichols, Clerk-Treasurer Shelly Marks.

Mayor Terry Stark called the Special meeting to order at 6:53 p.m.

Pledge of Allegiance to the American Flag was given.

The Village Board, along with Engineer Kim Nichols, are satisfied and have accepted the low bids on the fire station capital project. Plumbing – Contract #1 – Mechanical & HVAC was awarded to C&H Cooling and Heating, Inc. from Bainbridge, New York for \$147,447.00. Contract #2 – Electrical & Lighting was awarded to Flower City Electric, LLC d/b/a Westcott Electric from Norwich, New York for \$35,500.00. Contract #3 – Plumbing was awarded to A. Treffeisen & Sons, LLC from Oneonta, New York for \$189,600.00.

The notice of award to the low bidders will be mailed out tomorrow along with their check for the bid bond, if one was submitted. They should acknowledge that they have received the contract and they will have approximately 14 days to accept the contract. No one can start working until their contract is signed. The bidders that were not chosen will also be notified that they were not the lowest bidder. The bid sheets with total bid amounts will also be mailed to these companies.

The lease we have had for our parking lot at South Canal Street has been enough to cover the yearly taxes we are charged for the lot. We charged \$2,400 last year for the lease of the property. Trustee Leach suggested we increase the lease due to rising taxes and made a motion to increase the lease to Oxford Motors by \$100.00 for a yearly amount of \$2,500.00. Trustee Branham seconded this motion. All approved, carried.

Mayor Stark suggested that the board may want to consider bidding on one of the four (4) properties that is up for tax sale on September 13th, 2025. There is a dispute of water rights from the spring on village property at Boname Park. The property on Taylor Street has a blite issue and Promote Oxford Now (PON) is considering the property as a potential candidate for their housing rehab program but they do not have funds available to invest until they sell the 54 North Washington Avenue property later this fall or next spring. The current year's taxes plus the purchase price will be due at closing.

New housing in Oxford is necessary for seniors and other residents. If we could build three or four town houses with a playground and a pedestrian walkway to Scott Street and down Taylor Street, it would improve property by The Dollar General. We could get the property by eminent domain. The village cannot be in the business to buy a building and flip or resell it. We must have a public purpose to buy it (dog park, playground, etc.)

The Board voted unanimously not to bid on any of the properties that are up for tax sale this year. However, we should put a lien on the two properties that the village had torn down to protect us just in case either of the two properties are sold and the village is not reimbursed for the cost of the demolition.

AMBULANCE PURCHASE

Board discussion regarding Funding Plan

1. Resolution for loan application to NYS Fire fighter Revolving Loan Fund

VILLAGE BOARD RESOLUTION - OXFORD, NEW YORK
AUGUST 26, 2025
RESOLUTION TO AUTHORIZE APPLICATION, RECEIPT
USE AND DISBURSEMENT OF
NEW YORK STATE FIRE FIGHTER REVOLVING LOAN FUNDS WHEN AVAILABLE

The following resolution was offered by Trustee Marks, who moved its adoption, seconded by Trustee Leach 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 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 or Mary C. Branham, Trustee of The Village of Oxford, are 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: September 2, 2025

DPW SWEEPER – FUNDING PLAN

The Board passed a resolution at the May 27th meeting to authorize the purchase of a 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 is 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 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 a 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 a loan of up to \$14,000 from NBT BAN 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's 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. 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 based on 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 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 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 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 purchase equipment from private sources at auctions 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. 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: September 2, 2025

Staffing Plan for the village clerk-treasurer within 15-18 months. We need to hire someone that will be trained as the Deputy Clerk-Treasurer and once trained, they would become the Village Clerk-Treasurer.

Trustee Leach made a motion seconded by Trustee Branham to begin the steps to hire a full time hiree to begin the training. All in favor, approved.

Update vision plan for Oxford, need comprehensive plan. Spend more time on second Tuesday to meet to have these discussions.

TRUSTEE COMMENTS:

None

ADJOURNMENT:

Mayor Terry Stark made a motion to adjourn the meeting at 8:31 p.m.

Respectfully Submitted,

Shelly W. Marks
Clerk-Treasurer