

A Regular Meeting of the Board of Trustees of the Village of Oxford was held on September 30, 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 Richard Marks, Trustee Dustin Hendricks, Trustee Mary Branham, DPW Superintendent Bill Kelsey, Chief Ron Martin, EMS Captain Mark Forrest, Clerk-Treasurer Shelly Marks. Also, present was Will Kelsey from Chenango County Soil and Water.

Absent: OIC Adam Francis, WWTP Operator Brenton Rideout, Zoning Officer Roger Barrows

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

Mayor Terry Stark called the Regular meeting to order at 7:30 p.m.

Pledge of Allegiance to the American Flag was given.

PUBLIC CONCERNS:

None

ABSTRACT:

Trustee Branham seconded by Trustee Leach made a motion to approve Abstract #004 as presented. All voted aye and motion was carried.

| | |
|---------------------------|--------------------|
| General Fund | \$ 82,614.14 |
| Water Fund | \$ 4,284.79 |
| Sewer Fund | \$ 20,610.50 |
| Capital Equipment | \$ 63,865.58 |
| Water Improvement Project | \$ 0.00 |
| OFD V-Fire Project | <u>\$ 2,051.70</u> |
| | \$173,426.71 |

APPROVAL OF MINUTES:

Trustee Marks moved and Trustee Hendricks seconded a motion to approve the August 26th and September 2nd 2025 Meeting Minutes. All voted aye and motion was carried.

TREASURER’S REPORT:

Trustee Leach moved and Trustee Branham seconded a motion to approve the August 2025 Treasurer’s Report.

JUSTICE REPORT:

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

FIRE DEPARTMENT:

Katie Kappauf, Oxford Middle School Special Education Teacher emailed Mayor Stark saying she was looking into starting Bingo once a month at the middle school for a yearbook fundraiser. During her initial research, she found many references with village ordinances and wondered if the village has a bingo ordinance.

Chief Martin reached out to Katie Kappauf regarding her Bingo inquiry. The Fire Department is thinking about having Bingo again so he is not sure how this would work. There are many rules and regulations that must be followed where Bingo is concerned.

September has been a busy month for the department. There was a barn fire at Route 12 South and there was a fire on Merchant Street. The Merchant Street fire was caught in time but it was caused by battery acid. They removed the hazards but were lucky with that one. There was no chance with the fire in South Oxford. The owner had a torch and it caught a spider web on fire and that spread rapidly. We were lucky no one was killed. The owner tried

to get some heifers out of the barn and no one saw him exit the barn. The department had some turnout gear damaged and an air pack that was over \$7,000, his helmet melted also. Close to \$20,000 with all the damages Chief Martin estimates. They are working with the Norwich Fire Department to get some costs for training reduced. They must work with another municipality and split the cost to lower our costs.

Truck #267 (ladder truck) is still in Syracuse being repaired - \$24,600 is the repair bill so far and this is why Chief Martin is not doing anything about it now. He wonders if we are better off getting it fixed to sell it or to use it once it is fixed to see how many years we can get out of it.

The Board agrees that we should repair the #267 truck. It is not operable the way it is and cannot be sold until it is repaired. Trustee Hendricks suggests that we approve up to \$30,000 in the event they find more issues with the ladder truck. Chief Martin will ask them to give us an estimate on how many years we have left once it is repaired.

Trustee Branham moved and Trustee Leach seconded a motion to approve the chief to spend up to \$30,000 for repairs of Truck #267. All voted aye and motion was carried.

The board said to go ahead with the addition at the station but not to call it a two-bay garage. The addition will be used for storage of fire department gear, etc.

EMERGENCY SQUAD:

EMS Captain Mark Forrest said that the county is trying to help with coverage after 8:00 p.m. We use Greene when Oxford is not responding and then the county would respond. The City of Norwich rarely responds as mutual aid.

EMS Captain Mark Forrest said that the village may have to pay a carrying cost of 5 - 6% if we do not take delivery of the ambulance by December per the company that we are purchasing the ambulance from. Trustee Leach moved and Trustee Branham made a resolution to authorize Mayor Stark to sign a letter of intent for the ambulance and find out if we can pay \$50,000 down and then not have to pay the 5 - 6% per month for a holding fee.

POLICE DEPARTMENT:

OIC Francis was not present.

WASTEWATER PLANT:

WWTP Operator Rideout was not present. SPW Kelsey said that a pump went after they installed one. The pumps are severely oversized according to W2O and they are going to be resizing these for us.

WWTP bathrooms – it was reported to the village clerk-treasurer by the cleaner of the bathrooms that they are a mess and disgusting every time he cleans them. Trustee Leach made a motion to close the bathrooms or we could close them at certain times. We could have it open Monday – Friday 8:00 am to 8:00 pm. Trustee Leach moved and Trustee Branham seconded a motion to approve that we close the WWTP restrooms. Trustee Marks and Trustee Hendricks are not in agreement and said that we should have them open during certain hours. Trustee Leach made a motion not to lock them completely but to have them open for specific hours. All voted aye and motion was carried.

DEPARTMENT OF PUBLIC WORKS:

DPW Superintendent Kelsey said they have set the manholes so that the trucks will not hit them this winter. Some have been too high for several years. They are back to mowing now that we have had some rain. The DPW will mow and bag the leaves next time. They are starting to get things ready for winter. Street sweeping is still an issue. Request for a proposal from Joe Johnson for a used sweeper for \$48,500. Trustee Leach moved and Trustee Marks seconded a motion to approve the resolution as presented by Mayor Stark for the purchase agreement from Joe Johnson Equipment, LLC. All approved for \$18,000 from the 25-26 budget this year and \$18,000 from the 24-25 budget from last year that was not used and the balance from

unallocated fund balance. The village is not borrowing money for the sweeper. SPW Kelsey can ask the Village of Bainbridge if they have a need for a sweeper (our current one) as the Village of Greene goes there now to sweep the streets for them. This unit must be declared surplus before we can sell the sweeper.

RESOLUTION
AWARD CONSIDERATION
BID RFP – 2025–1 USED STREET SWEEPER

WHEREAS, the Village of Oxford issued a Request for Proposal (RFP-2025-1) seeking proposals from qualified vendors for the purchase of one (1) used street sweeper, and

WHEREAS, the RFP 2025-1 was advertised in the Norwich Evening Sun as the Official Newspaper of the Village of Oxford on Monday, September 15, 2025, and

WHEREAS, at 2:00 p.m. Friday, September 26th, all bids received were opened as summarized below:

| <u>Bidder</u> | <u>Bid Amount</u> |
|---|-------------------|
| Joe Johnson Equipment, LLC 62 LaGrange Avenue Rochester, NY 14613 | \$45,800.00 |

NOW, THEREFORE, BE IT RESOLVED, that following review of the bids the Village Superintendent of Public Works, and the Village Board of Trustees have determined that the lowest responsible bidder meeting the requirements of the RFP terms and conditions is Joe Johnson Equipment, LLC, 62 LaGrange Avenue, Rochester, NY for the bid amount of \$45,800.00; and be it

FURTHER RESOLVED, that the Board of Trustees also accepts the terms and conditions as set forth in the Purchase Agreement submitted by Joe Johnson Equipment LLC; and be it

FURTHER RESOLVED, the Mayor and Village Clerk-Treasurer are hereby authorized to execute and deliver all documents necessary or appropriate to accomplish the purposes of this resolution.

The question of the foregoing Resolution was duly put to a vote and, upon role 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.

When the DPW purchased the John Deere mower in 2012 or 2013, they did not get the controller and it is in rough shape. They only need a control unit to make it work. This would eliminate a guy needed to snow blow if we can use the hopper for the salt.

The village has had a snow removal pamphlet in the past but it needs to be reviewed and any changes that need to be made should be made.

The Oxford Memorial Library approached Mayor Stark about the parking lot being used by the fire department in lieu of the village plowing for them. The DPW plowed their lot all winter

because the school will not do it anymore. The library has asked if we can plow their parking lot and driveway. The village will not shovel the sidewalk, however.

CODE ENFORCEMENT:

Roger Barrows was not present.

OLD BUSINESS:

Will Kelsey from Chenango County Soil and Water attended the meeting to go over the Timber Management Plan for Boname Park. Mayor Stark talked about getting an easement for the property. Will has spoken to Daniel Smithgall who owns the property at the railroad before we can have a harvest. The board should schedule a meeting to get him in the office to talk to the board regarding the plan. The village should have a 30' buffer around the property to ensure we are not near another person's property in the process of our harvesting the trees. We will schedule the harvesting over time based on the trees and timing for removing them. This depends on the rate of what we are harvesting but typically it is 10 - 15 years.

Poor quality timber means that the quality of the timber is worse than the best timber in the forest. If they harvest mature trees, this will produce income. Very little garbage trees in the area (about the same as firewood trees). They have been dead for years and are rotted through the interior of the trees. The village could incorporate some of the money for the survey of the park also. Soil and Water received the paint today and they are going to go out and start marking the trees. They will cooperate with other soil and water districts and loggers they send the bids to so they can be sure we are getting market value for that timber. Contract with a lump sum sale means for the entire harvest (initial harvest). They bid on the initial section and for trees they can take, these would be marked appropriately, and they would not take anything that is not marked. They are talking about approximately eighty-three acres now. Easement, boundary surveyed – these are the steps we need to cover in order to start harvesting the forest.

Trustee Branham moved and Trustee Hendricks seconded the motion to continue the hours for Halloween Trick or Treat on the 31st of October from 5:00 pm to 8:00 pm. (Halloween). I will notify Michele Rice at the Oxford School District Office of these hours.

The bid must be perfected on the octagon house on Taylor Street from the tax sale. The owner has 30 days to perfect the bid by making the closing go through.

Staffing Plan – the board needs to spend a couple of weeks trying to identify someone for the village clerk-treasurer position. We should then put an ad in the newspaper and/or put it on Facebook to advertise this position. An individual must live in the town/village of Oxford or an adjoining town.

NEW BUSINESS:

Revised Meeting Schedule – second Tuesday of the month for the next several months. We need to talk about the fiscal 2027 budget also.

TRUSTEE COMMENTS:

None

ADJOURNMENT:

Mayor Stark made a motion to adjourn the meeting at 9:33 p.m.

Respectfully Submitted,

Shelly W. Marks
Clerk-Treasurer