

A Regular Meeting of the Board of Trustees of the Village of Oxford was held on January 6, 2026 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: Mayor Terry Stark, Deputy Mayor/Trustee Dale Leach, Trustee Mary Branham, Trustee Richard Marks, WWTP Operator Brenton Rideout, DPW Superintendent Bill Kelsey, OIC Adam Francis, Fire Chief Ron Martin, Engineer Kim Nichols and Deputy Clerk-Treasurer Dawn Golden.

Absent: Clerk-Treasurer Shelly Marks, Zoning Officer Roger Barrows and Trustee Dustin Hendricks, EMS Chief Mark Forrest.

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

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

Pledge of Allegiance to the American Flag was given.

PUBLIC CONCERNS:

No public comment.

ABSTRACT:

Trustee Leach moved and Trustee Branham seconded a motion to approve Abstract #07 as presented. All voted aye and motion was carried.

General Fund	\$ 122,807.68
Water Fund	\$ 20,421.93
Sewer Fund	\$ 17,233.18
Capital Equipment	\$ 63,517.00
EMS	\$ 11,675.17
OFD-V-Fire Project	<u>\$ 126,541.50</u>
	\$ 362,196.46

APPROVAL OF MINUTES:

Trustee Branham moved and Trustee Marks seconded a motion to approve the November 25, 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 November 2025 Treasurer's report. All voted aye and motion was carried.

JUSTICE REPORT:

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

POLICE DEPARTMENT:

Officer Francis reported that the committee for Oxtoberfest sent their annual request to close streets for their 2026 event. Officer Francis has already approved it.

Officer Francis received a report of a traveling convenient store selling tobacco and alcohol in the village, but after investigation this was not true. Everything was legal and no issues found.

Officer Francis indicated that he has an ill family member in hospice and needs to take off tomorrow January 7, 2026 in addition to the other approved time.

OFD REPORT:

Engineer Kim Nichols indicated that C&H is planning on being here next week and spend an entire day to finish up the punch list. Mr. Nichols has received a couple of change orders that he reviewed with the board regarding the hot water issue and hot water tank. These are

additional items that are within the terms of the grant that he is suggesting be added to the project at no additional cost to the Village. Trustee Branham moved and Trustee Marks seconded a Resolution (20261-6-1) increasing the pipe to 3". All voted aye and resolution was approved.

Kim Nichols explained the need for the change order to increase the natural gas line from a 2 inch line to a three inch line as outlined in Exhibit A. Following Board Discussion, The following resolution was offered by Trustee Branham, who moved its adoption, seconded by Trustee Marks to wit:

**VILLAGE OF OXFORD
RESOLUTION NO. 2026 1-6-1**

RESOLUTION APPROVING CHANGE ORDER NUMBER 1 FOR THE REPLACING EXISTING BOILERS; RECONFIGURING HEATING ZONES; REPLACING EXISTING AIR CONDITIONING UNITS; REPLACEMENT/REMOVAL OF AIR HANDLING UNITS; REPLACEMENT OF CERTAIN HYDROLOGIC HEATING UNITS AS SPECIFIED; INSTALL NEW MUTLI-ZONE MINI SPLIT DUCTLESS UNIT FOR OFFICE/MEETING ROOM AREA WITH CEILING CASSETTES; NEW PROGRAMMABLE THERMOSTATS BY INCREASING THE CONTRACT PRICE BY \$28,100 FOR A FINAL CONTRACT AMOUNT OF \$175,547.00

WHEREAS, the Village of Oxford ("**Village**") is a New York State municipal corporation organized and operating in accordance with the State of New York Constitution, and

WHEREAS, the Village Board of Trustees adopted Resolution 2025-08-26-1 on August 26th, 2025 and authorized a contract ("**Contract**") with C&H Cooling Inc. for the for the replacing existing boilers; reconfiguring heating zones; replacing existing air conditioning units; replacement/removal of air handling units; replacement of certain hydrologic heating units as specified; install new multi-zone mini split ductless unit for office/meeting room area with ceiling cassettes; new programmable thermostats in the Amount of \$147,447.00 ("**Project**"); and

WHEREAS, during construction a contractor (Treffeisen) notified Consultant Engineer Kim Nichols that with the current sized pipe (2") there isn't enough gas to supply the generator, both boilers and the HW heater, much less convert the kitchen stove to Natural gas. And,

WHEREAS, this previously unknown and unanticipated development results in the need to increase the pipe diameter to 3". from the original plan which indicated the pipe of 2 1/2" would be enough, and

WHEREAS, not increasing the pipe diameter as soon as possible creates a situation that a very cold weather event at the station will result in the need to simultaneously run boilers, hot water tank and other gas items resulting in gas starvation for one item or another; thus, to ensure firefighter safety it is necessary to increase the scope of the project; and

WHEREAS, the change in scope requires an increase in the Contract amount through a Change Order; and

WHEREAS, the Change Order will increase the Contract by \$28,100 from its original amount of \$147,447 for a new total of \$175,547; and

WHEREAS, the Village requires Village Board approval of any change order that increases the Contract price by 5% or more; and

WHEREAS, the Village Board agrees to authorize and approve Change Order Number 1 for the Project; and

WHEREAS, the Village will proceed with a Budget Amendment Ordinance at the end of the year to account for the budget increase in Fiscal Year 2026; and

WHEREAS, based on the recommendation of the Engineer consultant, the Village Board makes the following findings and determinations in accordance with requirements regarding changes to the Contract:

1. The Change Order recommended in Exhibit A, which is attached hereto and made a part hereof, modifies the Contract.
2. The Change Order is made necessary by circumstances not foreseeable at the time the Contract was signed and is germane to the Contract as originally signed.\

3. The change is in the best interests of the Village to complete this project.

WHEREAS, the Village Board find that it is in the Village's best interests to approve the Change Order attached as Exhibit A, that doing so will promote the public health, safety, morals, and welfare; and

NOW, THEREFORE, BE IT RESOLVED by the Village of Oxford Board of Trustees, Chenango County New York, as follows:

SECTION 1: Each recital set forth above is incorporated by reference into this Section

SECTION 2: The Village Board approves Change Order Number 1 and authorizes an increase in the Contract price from \$147,447 by \$28,100 for a total new Contract amount of \$175,547 all as more fully set forth in Exhibit A.

SECTION 3: The Village of Oxford Board of Trustees authorize and direct the Mayor or his designee, to execute the Change Order on the Village's behalf and to take all actions necessary to implement the Change Order's terms.

SECTION 4: Each section, paragraph, clause and provision of this Resolution is separable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Resolution, nor any part thereof, other than that part affected by such decision.

SECTION 5: This Resolution shall be in full force and effect from and after its adoption, approval and publication in the manner provided by law.

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
Mary Branham	Aye

The foregoing Resolution was thereupon declared duly adopted.
DATED: January 6, 2026

Exhibit "A"

Change Order Number NO. 2026 1-6-1

VILLAGE BOARD Meeting Date: January 6, 2026

To: Mayor and Village Board
From: Kim Nichols , Engineer Consultant Fire
Station RE: Change Order No. 1 Construction
Contract

Recommendation to Village Board:

Adopt a change order resolution to contract with C&H Cooling, Inc., **Contract #1 -Mechanical & HVAC -**: Replacing existing boilers; reconfiguring heating zones; replacing existing Air Conditioning units; Replacement/removal of air handling units; Replacement of certain hydrologic heating units as specified; Install new multi-zone Mini Split ductless unit for office/meeting room area with ceiling cassettes; new programmable thermostats to increase the natural gas pipe from a 2 inch to a three inch diameter.

This is a significant issue as the current 2 inch pipe is insufficient in ensuring all natural gas devices in the fire station can operate at full capacity during inclement weather and other emergency events, Absent this change as soon as possible will create a situation that a very cold weather event at the station will result in the need to simultaneously run boilers, hot water tank and other gas items resulting in gas starvation for one item or another. This can be detrimental to the health safety and well-being of firefighters and/or others within the station.

C&H Cooling was the low bidder for the change order at \$28,100 and this

increase the project Cost from 147,447,00. To 175,547 (+ 19.0%) .

Discussion:

\$1,000,000,00 funding for the project is provided by the New York State V-Fire Grant awarded to the Village in November 2024 and a signed contract in February 2025

Construction is tentatively scheduled to start in January 2026 and is anticipated to be completed by the end of January 2026 .

Mr. Nichols indicated that they had to move the eyewash station to another location and take out a water fountain at no extra cost to OFD.

Chief Martin OFD received a letter from an attorney with regard to not having an individual as an "honorary member". The letter requested that the OFD should consider the individual an honorary member and an apology from the OFD to said individual. OFD is going to turn the letter over to their attorney to take care of, as they do not agree.

Chief Martin applied for a grant (50/50 grant) the max being \$3,000 for anything approved by the DEC but they have upped the amount to \$7,500 and Chief Martin said there shouldn't be a problem meeting the OFD contribution of \$3,750. Usually use the funds for equipment and PPE in the past.

Chief Martin also indicated that he received good news from Raymonds and the board of directors of Raymonds agreed to donate the OFD money to purchase a new fire truck and agreed to donate a total of \$142,000. We have to purchase the truck, pay the full amount and then show Raymonds proof of payment and receipt of fire truck then they will cut a check for the \$142,000. Looking at Midwest for a new truck and they need \$10,000 initial downpayment with a 13-15 month turnaround. Chief Martin is waiting for figures from Midwest. Once we sign a contract the deposit is due within 10 days, once chase is received, we have 10 days to pay for that. OFD needs an okay from board to sign a purchase order as they already have the specs and know what they want. Looking at a price of approximately \$572K. Mayor Stark requests that Chief Martin write something up with a proposal in order for the board to look at and prepare a resolution approving the same. Chief Martin needs a decision by February.

Chief Martin has had 4 requests to buy our ladder truck but waiting for the repairs to be done on the truck prior to considering any proposals from other agencies. There is interest in the ladder truck but no amounts given until all repairs are finished.

EMS REPORT:

Chief Forrest was absent.

WASTEWATER PLANT:

WWTP Operator Brenton Rideout reported that we flushed out the "wet well" with our new pumps and never plugged and handled it very well. Internet is horribly slow and they need quicker internet service as they have to file reports and receive many phone calls. Either need to get Spectrum or upgrade Frontier as it takes WWTP 5 minutes to open their emails. Bill Kelsey has been working with Frontier to try to fix the situation but the service has not gotten any better. Mayor Stark suggested looking into Verizon hot spot.

DEPARTMENT OF PUBLIC WORKS:

DPW Superintendent Bill Kelsey reported that we have been doing a lot of snow plowing and salting. Had to dig out catch basins. Wants to do patching around the park but the weather has not been cooperative. He has very old equipment that needs to be replaced. Provided the board with a replacement plan and he would like to start getting quotes for the equipment he is looking to replace.

John Hadac reported a complaint to Mayor Stark about his water meter indicating that a village employee dropped off a new water meter and told him that he needed to get it installed and that the village did not do that. Mayor Stark talked to Mr. Kelsey about this issue and found out a totally different story wherein we offered to install the meter but Mr. Hadac was not ready

for the installation and that he should contact the village when he is ready for the installation. Mr. Hadac apparently took it upon himself to have it installed and then proceeded to bill the Village for this work. Mayor Stark is proposing that we send Mr. Hadac a letter indicating that it is the resident's problem per code. Board approved sending letter to Mr. Hadac denying resident's claim for reimbursement of expenses of the new water meter. Trustee Branham moved and Trustee Marks seconded a motion to send letter. All voted aye and resolution was approved.

ZONING/CODE ENFORCEMENT:

Roger Barrows was absent.

OLD BUSINESS:

No old business discussed.

NEW BUSINESS:

Mayor Stark brought up the cost of our monthly phone bills (\$300.00 per entity) being too much. Also, why do we have fax numbers, no one uses faxes anymore. Mayor Stark is starting to look into that issue as we shouldn't be spending \$23,000 a year for telephone service.

Superintendent Kelsey going to check with other municipals to see what they are doing with their fax/phones and landline system. DPW and WWTP need to tell Mayor Stark whether or not a cell phone would work for them so that we can get rid of phone lines.

Topic of Boname Park and planting flowers to help with drainage came up.

Mayor Stark brought up the fact that he wants the tax levy for 2026-27 less than 6%. Board needs to start thinking about that.

TRUSTEE COMMENTS:

Trustee Branham brought up fire hydrant sludge issue. How often do we flush our hydrants? DPW Superintendent Kelsey said no one knows how to flush the system and we do not have the right amount of valves to complete the process correctly. Mayor Stark said we as a board should document things that people bring up that we have already thought about.

ADJOURNMENT:

Mayor Stark made a motion to adjourn the meeting at 9:45 p.m.

Next regular meeting will be Tuesday, January 27, 2026 at 7:30 p.m.

Respectfully Submitted,

Dawn Golden
Deputy Clerk-Treasurer