

A Regular Meeting of the Board of Trustees of the Village of Oxford was held at 7:30 p.m. on February 24, 2015 at the Village Hall - 20 LaFayette Park, Oxford, NY 13830.

Present were: Deputy Mayor John O'Connor, Trustee Dale Leach, Trustee Joe Spence, Trustee John Todaro, Police Chief Richard Nolan, Brandon Lummis, Fire Chief Mike Cobb, Trevor Natoli, Mindy Natoli, WWTP Operator Bill Kelsey, Clerk/Treasurer Shelly Marks, and Deputy Clerk/Treasurer Paula Crippen.

Absent: Mayor Terry Stark, SPW Rick Paden

Deputy Mayor O'Connor called the meeting to order at 7:30 p.m.

The Pledge of Allegiance to the American flag was given.

ABSTRACT:

Trustee Spence moved and Trustee Todaro seconded a motion to approve the Abstract (#009) as presented.

General Fund	\$43,225.78
Water Fund	\$ 5,505.44
Sewer Fund	\$ 5,907.76
<u>WWTP Capital Project</u>	<u>\$17,887.10</u>
TOTAL	\$72,526.08

MEETING MINUTES:

Trustee Todaro moved and Trustee Spence seconded a motion to approve the January 27, 2015 and February 10, 2015 minutes. All approved.

EMERGENCY SQUAD:

Mindy Natoli is sending a request to NY State for billing transition. It is necessary to have a review done in Albany before we can proceed. She is doing research on companies to send requests for quote to. She knows of three local companies; Absolute Billing (Binghamton), MultiMed (New Hartford), and Professional EMS Billing (Buffalo).

FIRE DEPARTMENT:

ISO inspection completed – It included hose testing, ladder testing, physicals, etc. Actual fire man hours documentation, driver training SOP's, and department training documentation is still needed. Chief Cobb contacted A. Jones in Norwich for help in gathering information for mutual aid. The inspector ISO inspected several buildings in the Village. According to the report, it is required that the fire department have an aerial ladder truck (minimum 75 foot), and increased tanker flow will improve our insurance rating. The last ISO rating for Oxford was 5 in 1998. Rating system runs 1-9 (1 being the best).

Oxford Fire Department provided mutual aid to Guilford recently in -15 degree weather. During the call the manifold froze and cracked on truck 261. This will be turned in to the insurance company. In the future, drains will be left open to help prevent this from happening.

New fire department application for Haleigh Wakefield was presented to the board. Trustee Spence moved and Trustee Leach seconded a motion to approve the application. All approved.

VILLAGE JUSTICE:

Review of monthly Justice Report. The board requested the Village Clerks email this report to all board members and the Mayor every month.

DPW:

Mailbox damage: Deputy Mayor O'Connor has a request in to the DPW Superintendant regarding recent snowplow damage to a Village mailbox. Deputy Mayor O'Connor has requested information from the post office regarding their requirements for mailbox placement.

POLICE DEPARTMENT:

Chief Nolan reviewed the monthly case load for February.

Chief Nolan presented his department's 2014 Annual report.

Brandon Lummis is working with the fire department to get them set up on the Federal Surplus website for possibly purchasing needed equipment in the future.

Vest Program – NY State reimburses \$350 for new vests for police officers. The rest of the cost goes against the police department budget.

Chief Nolan is working on a presentation for the Oxford high school and middle school regarding drug abuse, prescription drug misuse, medicine cabinet inventory, etc. The Police Department will also present during the school's driver's education classes regarding DWI. In 2016 this program will be sponsored by Ford, who will provide Ford Mustangs for the students to drive. Chief Nolan would like to involve parents, teachers, and board members.

DWI arrests are down because of reduction in DWI funding from NY State.

Department training budget is not enough to cover all the training needed. Chief Nolan said they try to participate in online training when applicable and available.

The Dodge Charger needs to be replaced. Chief Nolan would like to replace with a Ford Interceptor.

The civil service test for police officers is being offered in November for Chenango County. Also, an eyes/nose/ears physical is now required. Chief Nolan has contacted Lisa Kern at Chenango County to inquire whether an officer can take the test sooner in another county and have it cross filed here. Lisa Kern said she would call the State and attorney to find out.

Second floor renovation update – Deputy Mayor O'Connor has three contractors coming in this week to give estimates for carpeting or floating wood flooring.

WASTE WATER:

Federal Surplus - The Waste Water Commission approved \$5000 for spending. Trustee Spence said if it's in the WWTP budget and under a certain amount (\$15,000 he thinks) there is no need to go out to bid for an item. Bill Kelsey said they wanted to purchase a sewer jet but were unable to make a decision within 24 hours so missed out on this item. Currently Oxford borrows Greene's when needed, but it's getting old. He wouldn't want it to break while we are using it.

Bill Kelsey has been working with Greene and Bainbridge water departments with water leaks and learning about their water department activities.

Bill Kelsey contacted CHA regarding the WWTP project. He set up demonstrations of new belt presses from BDP. CHA recommended purchasing from a different company with no local representatives, which Bill Kelsey and Kirk Noetzel did not want. CHA used photos and drawings from BDP and put their letterhead on it. Deputy Mayor O'Connor suggested Mayor Stark meet with CHA and review this. CHA has committed in writing to the project going forward this summer.

Vet's Home water verification update – Deputy Mayor O'Connor and Kirk Noetzel met with representatives from the Vet's Home last week. Following the meeting, Deputy Mayor O'Connor received an email from Kris Bartle at the Vet's Home saying they have run out of funds for a new sewer meter (\$20,000) and since all other Village customers are billed according to their water usage, the Vet's Home should be as well. Bill Kelsey said their water and sewer meters have not been calibrated recently and may not be accurate. Trustee Spence said we should bill them according to their sewer outflow, not their intake of water, because

they are not the same as water customers. Bill Kelsey said the Vet's Home produces 30% of the flow at the WWTP. We also pay for testing of their sewage, which Trustee Spence said they should be paying for. Deputy Mayor O'Connor will discuss with Mayor Stark.

OLD BUSINESS:

Safe Routes to School Program – Five firms have been approved by the state to perform engineering services required for this program. The Village had to choose just one to request a proposal from. Deputy Mayor O'Connor contacted Delta Engineers. Delta's first proposal was \$47,000. Deputy Mayor O'Connor negotiated the price to \$25,000, which is within the Village's budget. Deputy Mayor O'Connor and Mayor Stark recommend approving the contract. In Mayor Stark's absence, Deputy Mayor O'Connor is authorized to sign the Delta contract. Trustee Leach moved and Trustee Todaro seconded a motion to accept the Delta Engineers contract. All approved. Deputy Mayor O'Connor said they hope to go out to bid in April for the sidewalk work. The project will be completed between the time school ends this summer and begins again in the fall.

NEW BUSINESS:

Saratoga Associates presentation review – The Steering Committee would like to get more young people involved in the project. The Committee needs to decide on three activities for Saratoga Associates to move forward with. Homework from Saratoga Associates is to survey Village residents for household income information.

TRUSTEE COMMENTS: none

Deputy Mayor O'Connor adjourned the meeting at 9:55 p.m.

Respectfully Submitted,

Paula Crippen
Deputy Clerk/Treasurer