

A Re-Organizational Meeting of the Board of Trustees of the Village of Oxford was held on Tuesday, July 16, 2019 at 7:30 pm at the Village Hall.

Present were: Mayor Terry Stark, Trustee Dale Leach, Trustee Richard Marks, Trustee Dustin Hendricks, and Trustee Carly Hendricks.

Mayor Stark called the meeting to order at 7:30 pm.

REORGANIZATION:

- I Mayor Stark reviewed recommended Meeting schedule, Committee assignments and appointments for the 2019-2020 fiscal year. Motion by Trustee D. Hendricks and seconded by Trustee Marks to approve all Mayoral appointments as recommended and presented in the attached Village of Oxford 2019-2020 Committees, Appointments, and Contacts. All voted aye, and the motion was approved.

Mayor distributed copy of Village code of Ethics

- II **Advance Approval of Claims** Pursuant to Village Law § 5-524(6), the board of trustees may, by resolution, authorize claims for public utility services, postage, freight and express charges to be paid in advance of audit.

Trustee Leach moved and Trustee D Hendricks seconded the following resolution:

“WHEREAS the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges; and **WHEREAS** all such claims must be presented at the next regular meeting for audit; and **WHEREAS** the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows.

Section 2. That this resolution is effective immediately.”

All voted Aye and resolution was approved.

- III **Mileage Allowance** Pursuant to Village Law § 5-524(7), the actual and necessary expenses the officers and employees incur in the performing their official duties are a village charge. However, the board of trustees may, in lieu of auditing and allowing a claim for actual and necessary expenses for travel, determine by resolution to pay a reasonable mileage allowance for use of personal automobiles in performing official duties.

Trustee Carly Hendricks moved and Trustee Marks seconded the following resolution:

“WHEREAS the board of trustees has determined to pay a fixed rate for mileage as reimbursement to Village officers and employees who use their personal automobiles while performing their official Village duties;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees will approve reimbursement to such officers and employees at the rate of **\$.50** per mile.

Section 2. That this resolution is effective immediately.”

All voted aye and the reason approved

- IV **Attendance at Schools and Conferences.** Pursuant to General Municipal Law § 77-b, municipal officials and employees may attend schools, conferences, and seminars conducted for the benefit of the local government. However, attendance is not authorized, nor can reimbursement be applied for, unless the board of trustees approves of the attendance in advance. This would include such meetings as NYCOM’s Annual Meeting/Training School, the Fall Training School for Fiscal Officers/Municipal Clerks, the Public Works School.

Trustee D. Hendricks moved and Trustee Leach seconded the following resolution:

“WHEREAS there is to be held during the coming official year a) the New York State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors and Fall Training School for Fiscal Officers and Municipal Clerks; c) the New York State Conference of Mayors Public Works School, d) the following county association meetings; e) etc.; and

WHEREAS attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are authorized to attend the following schools:

Shelly Marks	Fall Training School for Fiscal Officers and Municipal Clerks Municipal Accounting School Basic & Advance Court Clerk Training School
Richard Paden	New York State Conference of Mayors Public Works
Kirk Noetzel	New York State Conference of Mayors Public Works
Bill Kelsey Jr.	New York State Conference of Mayors Public Works

Section 2. That this resolution is effective immediately.”

All voted aye and resolution was approved

- V. **Designating Depositories.** Pursuant to Village Law § 4-412(3)(2), the board of trustees must designate, by resolution, banks or trust companies in which the treasurer, clerk, receiver, and town receiver who are designated and appointed as village receiver may deposit village moneys received by them.

Trustee Dustin Hendricks moved and Trustee Marks seconded the following resolution:

“WHEREAS the board of trustees has determined that Village Law § 4-412(3) (2) requires the designation of banks or trust companies for the deposit of all Village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees designates NBT Bank depository of all monies received by the Village Clerk/Treasurer and receiver of taxes.

Section 2. That this resolution is effective immediately.

All voted aye and the resolution was approved

- VI. **Procurement Policy.** Pursuant to General Municipal Law § 104-b, every municipality must adopt a policy governing the procurement of all goods and services which are not required to be purchased pursuant to the competitive bidding requirements of General Municipal Law § 103. The local policy should take into consideration local circumstances and needs and must be adopted by resolution of the board of trustees. Since the procurement policy must be reviewed annually, it is the policy of the Village Board to compete the review as part of the reorganizational meeting.

Board reviewed procurement policy and Mayor recommended section 4 to be amended to include Value bidding. Value Bidding requires a Local Law filing (See attached Local Law #1 of 2019 – Value Bidding Included

Trustee Marks moved and Trustee Carly Hendricks seconded the following resolution:

“WHEREAS the board of trustees has established a procurement policy pursuant to General Municipal Law § 104-b; and

WHEREAS the board of trustees has reviewed the Village of Oxford Procurement Policy as part of its annual reorganization.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees adopts the current policy attached hereto.

Section 2. That the Board of trustees amend policy to include Value bidding by local law.

Section 3. That this resolution is effective immediately.

All voted aye and the resolution was approved.

Clerk to publish notice of Public Hearing for July 30 at 7:30 PM for Public comments

VII **Official Newspaper.** Pursuant to Village Policy, the board of trustees designates, by resolution, an official newspaper of record at its annual reorganizational Meeting. The paper must be one which has general circulation within the village and cannot be a publication primarily used for advertising purposes.

Trustee Carly Hendricks moved and Trustee Marks seconded the following resolution:
“**WHEREAS** the board of trustees has determined that Village Policy requires the designation of an Official Village Newspaper of Record;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees designates the Evening Sun of Norwich New York as the publisher of record for all legal notices

Section 2. That this resolution is effective immediately
All voted aye and the resolution was approved.

VIII. **Reorganization Meeting Date.** Pursuant to Village Law § 3-302(1) the official year of the Village begins at noon on the first Monday of the month following the village election. Since the organizational meeting for the next official year is not scheduled by operation of law, the Board of Trustees must establishment that date.

Trustee Carly Hendricks moved and Trustee Leach seconded the following resolution:
“**WHEREAS** the Board of Trustees wishes to hold a reorganizational meeting as soon as possible after the beginning of the Village’s Official Year on the first Day of July 2019; and

WHEREAS The first Monday of the month following the election in June of 2019 is the **2nd of July:**

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees has set the date for the next Reorganizational meeting as Monday, **July 7, 2020.**

Section 2. That this resolution is effective immediately.”
All voted aye and the resolution was approved.

IX Trustee Marks moved and Trustee C. Hendricks seconded a motion to approve the DCMO BOCES Print Shop Service Agreement. All voted aye and motion was carried.

Mayor distributed Organization Chart, Public Notice Criteria, and 2019 -2020 Holiday schedule

TRUSTEE COMMENTS:

None.

Next Regular Board meeting will be Tuesday, July 30th

Meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Terry M. Stark
Recorder of minutes