

Regular Meeting of the Board of Trustees of the Village of Oxford was held on December 29, 2020 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 Dustin Hendricks, Trustee Richard Marks, Trustee Richard Rice, and Clerk-Treasurer Shelly Marks.

Absent: OIC Adam Francis, DPW Superintendent Rick Paden, WWTP Operator Kirk Noetzel, EMS Captain Mark Forrest, Zoning Officer/Dog Warden Roger Barrows

The Village Trustees (Audit Committee) reviewed each of the invoices in the abstract for December 2020.

Mayor Stark called the Regular meeting to order at 7:28 p.m.

The Pledge of Allegiance to the American Flag was given.

PUBLIC CONCERNS:

None

ABSTRACT:

Trustee Marks seconded by Trustee Hendricks made a motion to approve Abstract #007 as presented.

General Fund	\$ 91,054.60
Water Fund	\$ 10,101.93
Sewer Fund	\$ 10,865.05
Water Project	<u>\$ 8,878.58</u>
	\$120,900.16

APPROVAL OF MINUTES:

Trustee Rice moved and Trustee Leach seconded a motion to approve the November 24th Meeting Minutes. All voted aye and motion was approved.

TREASURER'S REPORT:

Trustee Marks moved and Trustee Hendricks seconded a motion to approve the November Treasurer's report.

JUSTICE REPORT:

Trustee Rice moved and Trustee Leach seconded the motion to approve the November Justice Report from Judge Frye. All approved.

Judge Frye contacted Mayor Stark asking what the parking violation fee schedule was. The fee for overnight parking was \$10.00 but these tickets were ignored. Chief Nolan charged \$35.00 for overnight parking but this is up to the Judge and may be for several days in jail. The Village does not necessarily have a fee schedule for violations in the village.

OFD REPORT:

Upon review and discussion of all Respondent proposals to the RFP for consultant services for the Fire Department proposed Capital project, the Fire Committee and Village Board have recommended that Labella Associates be awarded the contract. The following resolution was moved by Trustee Rice and seconded by Trustee Hendricks.

RESOLUTION

**CONSIDERING AWARDING REQUEST FOR PROPOSAL (RFP) # 2020-OFD-1 FIRE STATION
CAPITAL IMPROVEMENT PROJECTS DESIGN PHASE**

WHEREAS, the Village of Oxford has solicited proposals for engineer design services consisting of the following scope of work:

A) **Schematic Phase:** Proposal to include all fees including reimbursables to complete schematic drawings based on the proposed conceptual design. Proposal to identify proposed form of contract. Include all costs to develop schematic floor plans and elevations for Committee review. All costing and budget work to be performed by Owner. Architectural consultant to provide preliminary code review, analysis, and design of layout regarding functionality, and all design criteria needed to develop a complete and accurate budget. Visual displays of final plans and elevations will be required for public presentations. Proposals shall include three (3) project team meetings. Proposed duration for this process is nine (9) weeks.

B) **Design Documents:** Please submit a proposal to provide complete design documents

for all Civil , Structural, Architectural and Mechanical aspects of the project upon Referendum approval. This phase of the proposal shall be inclusive of all design fees and reimbursables to complete the design process with the Owner. Producibile would include complete specifications and drawings and will include complete code review as well as NYSERDA review for potential inclusion. Anticipated duration to be 2 – 3 months. Asbestos survey and remediation will be by Owner.

C) Construction Administration: Please provide proposal for all services and reimbursables required for complete construction administration including submittal review, punch list creation and verification, review of all submitted as-builts and O&M’s, and final project close-out. Project duration six (6) months; and

WHEREAS Village received 6 responses to the RFP, and

WHEREAS, at 4 PM, October 30th, all proposals received were opened as summarized below:

Respondent	Proposal Amount	
Lamont Engineers, P.C.	Schematic Design	\$8,500
PO Box 610, Cobleskill, New York 12043	Design	55,500
Brendon Becker	Construction Admin	18,000
	Total	\$82,000
Bergman Architecture & Engineering	Schematic Design	\$83,700
120 Hawley Street, Binghamton New York 13901	Design	154,600
Kelly Sullivan - Senior Project Manager	Construction Admin	64,200
	Total	\$301,700
Labella Associates	Schematic Design	\$21,000
105 North Tioga St Suite 200 Ithaca NY 14850	Design	90,960
Daniel Peters, AIA	Construction admin	12,440
	Total	\$124,400
H2M Architects & Engineers	Schematic Design	\$24,000
3 Leer Jet Rd, Suite 205 Latham New York 12110	Design	129,500
Dennis Ross VP Emergency services	Construction Admin,	46,000
	Total	\$199,500

Bivens Architects	Schematic Design	\$25,000
301 Plainfield Rd, Suite 270, Syracuse NY 13212	Design	110,000
Timothy Bivens, AIA	Construction Admin.	30,000
	Total	\$165,000\$
BCA Architects & Engineers	Schematic Design	\$21,900
37 Mullion Street, Waterville NY 1360	Design	79,000
Rick Tague, AIA	Construction Admin.	23,900
	Total	\$124,800

And

WHEREAS the committee conducted respondent interviews on December 1st and 2nd, 2020; and

WHEREAS each respondent was scored based upon a 100-point value rating summary sheet.

NOW, THEREFORE, BE IT RESOLVED, that following review of the written proposals and interviews, the Fire Department Building Committees, and the Village’s Feasibility Study Management Consultant, with the concurrence of the Oxford Fire Department Fire Council, the Village Board of Trustees have determined that the best value respondent meeting the requirements of the RFP is Labella Associates, 105 North Tioga St., Ithaca New York for the proposed amount of **\$124,400**; and be it.

FURTHER RESOLVED, that the Board of Trustees authorizes the Mayor to enter into a contract with Labella Associates for the Schematic design phase of the project at a cost of \$21,000, contingent upon all scope of work requirements in RFP are met; and be it.

FURTHER RESOLVED, that the Mayor is hereby authorized to execute and deliver all documents necessary or appropriate to accomplish the purposes of this resolution.

Being no further discussion, the question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

Terry M. Stark	Aye
Dale B. Leach	Aye
Richard A. Marks	Aye
Dustin F. Hendricks	Aye
Richard E. Rice	Aye

The resolution was thereupon declared adopted.

Following discussion regarding a needed Financial Advisor for the capital project, Trustee Leach moved and Trustee Marks seconded a motion to authorize the Mayor to enter into a contract with Municipal Solutions not to exceed \$10,000 to provide financial guidance with the fire department capital project. There being no further discussion, the Mayor called the vote and all voted Aye and the motion was approved.

Mayor indicated that Lamont Engineers had discussed with him a Grant opportunity to address the riverbank erosion issue. Following discussion, the following resolution was offered by Trustee Rice, who moved its adoption, seconded by Trustee Hendricks:

**RESOLUTION TO AUTHORIZE APPLICATION, RECEIPT
USE AND DISBURSEMENT OF
NYS Division of Homeland Security and Emergency Services
FY 2020 Building Resilient Infrastructure and Communities (BRIC)
GRANT FUNDS**

Title of Resolution: A resolution to authorize commitment application for and receipt, use and disbursement of Building Resilient Infrastructure and Communities (BRIC) funds .

WHEREAS, the **NYS Division of Homeland Security and Emergency Services** has available funds for Stream bank stabilization to protect the Oxford fire station from erosion damage; and

WHEREAS the Village of Oxford is interested in stabilizing the river front from further erosion that is endangering the fire station building, 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 of The Village of Oxford, is hereby authorized and directed to file an application for funds from the **NYS Division of Homeland Security and Emergency Services FY 2020 Building Resilient Infrastructure and Communities (BRIC) program** in an amount not to exceed four Hundred ninety five thousand (\$495,000) dollars representing 75% of the total project estimated cost of six hundred sixty thousand (\$660,000) dollars of which the Village will provide a 25% match of one hundred sixty five thousand (\$165,000) dollars and upon approval of said request to enter into and execute a project agreement with the NYS Division of Homeland Security for such financial assistance to the Village of Oxford for the BRIC Program.

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

Terry M. Stark, Mayor	- Yes
Dale Leach, Trustee	- Yes
Richard Marks, Trustee	- Yes
Dustin Hendricks, Trustee	- Yes
Richard Rice, Trustee	- Yes

The Mayor discussed and recommended that the Village ratify the proposed union contract ratified by the local union members. Following discussion, the following resolution was offered by Trustee Leach , who moved its adoption, seconded by Trustee Marks:

**RESOLUTION NO. 2020-12-29
RESOLUTION AUTHORIZING AN AGREEMENT WITH VILLAGE OF OXFORD, NEW YORK,
AND TEAMSTER LOCAL 317**

WHEREAS, the Village of Oxford has reached a tentative agreement with Teamsters Local 317; and

WHEREAS, Local 317 has ratified this agreement and there is a need for the Village to ratify said agreement.

NOW, THEREFORE, BE IT RESOLVED by the Oxford Village Board that the tentative agreement with Local 317 for 2020 as set forth in Exhibit A which is attached hereto and incorporated herein is authorized approved and ratified.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Oxford Village Board that the Village Mayor and Village Clerk are authorized to execute this contract to implement this resolution.

All voted Aye and the resolution was adopted.

CODE ENFORCEMENT:

When an individual has an RV parked at their home, the vehicle must be put behind the house. It would be helpful to have an RV Park on municipal property for people to park their vehicles to get them off their property. The Board decided not to pursue at this time.

WWTP:

WWTP Operator Noetzel sent in his monthly report. He received 12,500 gallons of septage. He took 22.7 ton of sludge to the landfill. He has had to be towed the last two trips he made to the landfill as the rear tires of the truck are completely worn out with no tread. It will cost \$500 for two (2) new tires at Menard's Garage.

OPD:

OIC Francis sent in his monthly report. Police Reform Committee needs to be put together.

DPW:

Snowstorm cost recovery & flood update. Additional help was called in to help with the snow removal. The Board would like more detailed information from Preston Stone, LLC for snow removal from that storm. Mayor Stark asked Rick Paden to get more information on this.

OLD BUSINESS:

CoVid-19 Update – we will not schedule the department heads to attend the monthly meetings. Total number of cases are rising.

County Hazard Mitigation Plan Update. We will send in what we have completed.

Bargaining Unit ratification Resolution. Motion by Trustee Hendricks and seconded by Trustee Marks to ratify and approve the bargaining unit between Teamsters and the Village. The new salary will be made retroactive to June 1, 2020. All approved, motion carried.

NEW BUSINESS:

Snow removal complaint regarding village snow removal. Mayor Stark to respond
Sexual harassment training annually. Mayor Stark asked the Board to complete training.

TRUSTEE COMMENTS:

None

ADJOURNMENT:

Mayor Stark made a motion to adjourn the meeting at 8:41 pm

Next meeting will be Tuesday, January 12th at 6:00 PM for the OFD Capital Project

Next regular board meeting will be Tuesday, January 26th at 7:00 PM Audit Committee.

7:30 PM Regular Meeting

Respectfully Submitted,

Shelly W. Marks
Clerk-Treasurer