

A Regular Meeting of the Board of Trustees of the Village of Oxford was held on July 28, 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 Carly Hendricks, and Deputy Village Clerk-Treasurer Paula Crippen.

Absent: DPW Superintendent Rick Paden, WWTP Operator Kirk Noetzel, Officer-In-Charge Adam Francis, Fire Chief Ron Martin, EMS Captain Mark Forrest, Zoning Officer/Dog Warden Roger Barrows, Village Clerk-Treasurer Shelly Marks. Absences due to Covid-19 social distancing restrictions.

The Village Trustees (Audit Committee) reviewed invoices in the abstract for July 2020.

Mayor Stark called the Regular meeting to order at 7:30 p.m.
The Pledge of Allegiance to the American Flag was given.

PUBLIC CONCERNS:

Public access was limited due to social distancing requirements of CoVID-19. Richard Rice attended meeting as observer and had no public comments.

ABSTRACT:

Trustee Marks seconded by Trustee Leach made a motion to approve Abstract #002 as presented. There being no further discussion, the motion was put to a vote. All voted aye and motion was approved.

General Fund	\$39,405.96*
Water Fund	\$ 7,013.32
Sewer Fund	\$ 7,971.50
Water Project	\$ 3,379.50
FEMA - Drainage	<u>\$ 4,057.62</u>
	\$61,827.90

*Includes an additional \$24.00 pending confirmation of OFD cleaning calculation error.

APPROVAL OF MINUTES:

Trustee D. Hendricks moved, and Trustee Leach seconded a motion to approve the June 30th and July 14th meeting minutes. All voted aye and motion was approved.

TREASURER'S REPORT:

To date there is no treasurer's report for June.

JUSTICE REPORT:

Trustee C. Hendricks moved, and Trustee Marks seconded the motion to approve the June Justice report from Judge Frye. All voted aye and motion was approved.

OFD REPORT: There was no written summary submitted from Chief Martin.

Following the OFD committee meeting last week, the board discussed OFD capital projects. Consensus was that even if the fire station capital project phase 1 does not move forward at this time, a new roof must be installed.

Engine 261 replacement is still undecided. Ambulance replacement is also still undecided, as there are questions about the future of the ambulance program. Chief Martin will meet with EMS Captain Forrest and the OFD committee in mid-August to discuss further.

WWTP: There was no written summary submitted from WWTP Operator Kirk Noetzel.

The Mayor has appointed Melanie Whyte to fill a vacancy on the Wastewater Commission and asked the Board to concur with the appointment. Trustee Leach moved and Trustee Marks seconded the motion to concur with the Mayor's appointment.

There being no further discussion, the motion was put to a vote. All voted aye and motion was approved.

Mayor followed up prior issue concerning non-receipt of a computer ordered from village IT consultant Pyramid Business Systems Inc. on 2/28/20. Pyramid President Robert Ash apologized for the delay and explained the order was flagged in the State procurement system due to a "glitch" in the Village of Oxford's account status. This prevented the order from being completed at the contract bid price of \$837.49. The system glitch must be fixed before the village can use this system to purchase items at state contract pricing. The Mayor asked Pyramid to resolve the problem for the Village. The Mayor to accelerate the process and pending approval by Village Board, recommends a direct purchase from Pyramid for the same computer at about the same price. Following discussion Trustee C. Hendricks moved and Trustee Leach seconded a motion to purchase the computer directly from Pyramid.

There being no further discussion, the motion was put to a vote. All voted aye and motion was approved.

POLICE DEPARTMENT: A written summary was submitted by OIC Adam Francis.

NEW HIRE RECOMMENDATION: Following Board discussion, Trustee Leach moved and Trustee D. Hendricks seconded the motion to approve the recommendation from Officer in Charge Adam Francis to hire a former Oxford Police Department officer as a 40 hour per week full-time police officer for the 4 PM to midnight shift (Tuesday - Saturday) at \$24.00 per hour, effective August 10, 2020. This is pending a favorable review by the Mayor of the candidate's application and references, as well as the successful completion of a background check by the OPD.

There being no further discussion, the motion was put to a vote. All voted aye and motion was approved.

EXECUTIVE ORDER 203

Governor Andrew M. Cuomo, ordered and directed the director of the Division of the Budget, in consultation with the Division of Criminal Justice Services, to promulgate guidance to be sent to all local governments directing that each local government entity which has a police agency operating with police officers as defined under 1.20 of the criminal procedure law must:

1. Complete comprehensive review of current
2. Develop a Plan to Improve
3. Establish Reform Committee.
4. Consult with Community Stakeholders.
5. Develop Timeline.
6. Ratify and Adopt Plan no later than April 1, 2021; and
7. Transmit Certification of Plan.

Based upon the Executive Order and further discussion, Trustee Leach moved, and Trustee Marks seconded a motion to comply with Executive Order 203 by directing the following actions:

1. OPD to review and update OPD Policy and Procedures consistent with Executive Order 203 and approved Legislation by March 23, 2021. Village Board to ratify by March 30, 2021.
2. Village Board authorize the establishment of a local Reform Committee to consist of 5 village resident members represented by one village board

member (Dustin Hendricks) and 4 members from the village at large but including one member from each of the four quadrants in the village. Quadrants would be based on the east side and west side of Chenango river with each side bisected by Main and State Streets. The committee should also strive to include one member from the school board, one religious leader, one business leader, as well as be as diverse as possible.

3. Committee will establish a timeline to meet all EO requirements and meet as necessary but no less than monthly.
4. Village Board authorize, review, and approve a Public Safety community survey developed by the U.S. Dept of Justice Office of Community Oriented policing Services (COPS). Survey to be available to Village residents via hard copy and on-line. Survey to be included as part of the Reform Committee's review activities.

There being no further discussion, the motion was put to a vote. All voted aye and motion was approved.

PUBLIC WORKS DEPARTMENT: There was no written summary submitted from SPW Paden.

BONAME PARK: Westcott Electric submitted an estimate for the Boname Park Pavilion hinged electrical panel to install a new 3' x 4' power panel for \$2,400 or a used 3' x 3' power panel for \$1,900. This would include installing a Square D panel in enclosure and installing existing outlets to left of enclosure. There would be an additional inspection fee of \$125.00.

Following discussion, Trustee Leach moved, and Trustee D. Hendricks seconded a motion to authorize DPW Superintendent to accept the used panel offer of \$1,900 plus the inspection fee of \$125.00.

There being no further discussion, the motion was put to a vote. All voted aye and the motion was approved.

Board discussed other Boname Park scope of work items (Phase II) including keeping electric on full time and eliminating need for public to access panel box with a key obtained at the village hall. Following discussion Trustee Leach moved and Trustee D. Hendricks seconded a motion to direct DPW Superintendent to coordinate process to complete the following action items:

1. Install public access light switch box near panel box to allow public to turn lights on and off without accessing power panel.
2. Engage contractor to provide repair/replace any malfunctioning main pavilion light fixtures.
3. Engage contractor to install security lights at rear of main pavilion building.
4. Engage vendor to provide three metal park regulations signs to be affixed to each of the three pavilions.

There being no further discussion, the motion was put to a vote. All voted aye and motion was approved.

VILLAGE ENTRY SIGN: The Village has received the OK from NYS DOT to install a "Welcome to Oxford" sign at the southern end of the village on Route 12. This is on the DPW's schedule for this fall. The sign will be located just south of the WWTP entrance driveway.

OPD GARAGE WATER LINE: OPD indicated the repair of the water line to the police garage should be completed as soon as possible. Winter salt issues and decontamination needs were cited as reasons to act sooner than later. DPW Superintendent indicated that given the current DPW work schedule, summer vacations and COVID distancing compliance issues, the water line

could not be addressed until mid-fall or later. As well, it was noted the DPW does not have the most efficient equipment to complete the project. It was suggested that since Burrell's Excavating would be working on the nearby Greene Street FEMA drainage project in September, it may be beneficial to get an estimate from Burrell's to complete the water line project as well.

Following discussion, the Mayor recommended the Village complete the water line this year either by the DPW Department or an outside contractor. Trustee Marks moved and Trustee D. Hendricks seconded a motion to direct the DPW Superintendent to obtain an estimate for the work from Burrell's Excavating.

CLARK'S CREEK: Following a recent US Soil & Water inspection, the village is required to clean out Clark's Creek and the splash basin. This was done years ago at a cost of approximately \$8 – 9,000. Trustee D. Hendricks moved, and Trustee Marks seconded a motion to authorize the Mayor to direct the DPW Superintendent to obtain an estimate for the work from Yacano's.

OLD BUSINESS:

LED STREET LIGHTING: Mayor indicated that he has signed and returned the NYSEG LED Street lighting conversion contract. The conversion will be scheduled during the fall.

Mayor also indicated that NYSEG has begun the process to replace the two (2) cut-off NYSEG-owned 150 watt High Pressure Sodium (HPS) colonial post top streetlights and 18 ft. fiberglass poles at the intersection of Main St. at Canal St. in the Village of Oxford as requested.

The first step is to remove the existing equipment billed (invoiced) under NYSEG street lighting account number 10013625842 and to issue a refund check to the Village of Oxford in the amount of \$5,501.76 (including interest) for a period of time when the Village was billed (invoiced) for street lighting facilities when they were not physically in place in the field. The refund check will be forthcoming via USPS to the Village of Oxford.

The next step after that will be one of physical replacement of the street facilities and re-starting of billing (invoicing) for the facilities under street lighting account number 10013625842. Materials are being ordered and the design and job scheduling is next. This process could take 8-12 weeks.

NEW BUSINESS:

There is a need to upgrade the public restroom at the Village Hall by replacing an old toilet. Kirk Noetzel would seek a contractor to complete the work. Following discussion, Trustee Marks moved, and Trustee D. Hendricks seconded a motion to replace the toilet.

There being no further discussion, the motion was put to a vote. All voted aye and motion was approved.

The Mayor, based upon discussions with the Village Clerks, is recommending the Village reopen the Village Hall to the public effective August 3rd with reduced hours of 9:00 AM to 1:00 PM. This will continue until COVID19 is no longer an issue. The Village Clerks will work out their individual schedules as appropriate with the intent to maintain their normal hours and routines but with public access to the Village Offices limited to the hours stated above.

Following discussion Trustee Leach moved and Trustee C. Hendricks seconded a motion to reopen the Village Hall to the public from 9 AM-1 PM, Monday-Friday, effective August 3, 2020.

There being no further discussion, the motion was put to a vote. All voted aye and motion was approved.

TRUSTEE COMMENTS:

Trustee C. Hendricks indicated she would follow up with the County Board of Elections regarding all the protocols that will be followed as the County conducts the re-scheduled Village election on September 15, 2020. She will also request to borrow the school's ballot box for the election, as we have done in the past.

Trustee Leach inquired about speeding tickets issued on Route 12 staying in the village. The Mayor said this cannot happen because it is a state road.

Trustee D. Hendricks said he spoke with a person who currently works in a nearby city who may be interested in working at the WWTP when there is a vacancy in the future.

ADJOURNMENT:

Mayor Stark made a motion to adjourn the meeting at 8:57 pm

Next meeting will be Tuesday, August 25, 2020 at 7:00 P.M.	Audit Committee
7:30 P.M.	Regular Board Meeting

Respectfully Submitted,

Paula Crippen
Deputy Clerk-Treasurer