

A Special Meeting of the Board of Trustees of the Village of Oxford was held on March 8, 2022, at the Village Hall - 20 LaFayette Park, Oxford, NY 13830. Special meeting started at 7:00 P.M.

Present were: Mayor Terry Stark (via skype), Trustee Dale Leach, Trustee Dustin Hendricks, Trustee Richard Marks, Trustee Richard Rice, WWTP Operator Kirk Noetzel and Brenton Rideout, SPW Rick Paden, Deputy SPW Bill Kelsey.

Mayor Terry Stark called the Regular meeting to order at 7:00 p.m.

Pledge of Allegiance to the American Flag was given.

PUBLIC CONCERNS:

There were no public concerns

Mayor Stark asked Brenton Rideout if he understands the workings of the plant and if things are in place and if he is ready to take over once WWTP Operator Noetzel retires. Brent reported that he has been going through the maintenance/supply room and has done the monthly reports. Bill Kelsey will work with Brent on things at the Plant. Brent currently contacts Bill if he has questions and WWTP Operator Noetzel isn't around. Bill reported that he is happy with how things are going with Brent and what he is doing at the plant.

DPW Superintendent Paden is here this evening to inquire about retiree insurance as they can't proceed with retirement plans until he knows what the Village is going to do as far as help with retiree insurance. This information will be put in writing and will be sent to both Rick Paden and Kirk Noetzel.

WWTP Operator Noetzel presented a letter to the Board with his intent to retire and the dates. DPW Superintendent Paden said he has the same plan but doesn't know the date currently that he will retire.

Trustee Marks believes that between Bill, Brent and Kirk, things are going well in the transition at the WWTP.

Trustee Leach asked about raising the bulk septage rate from \$.10 to \$.12 a ton. Norwich increased their septage to \$.11 in an attempt to get people to go to other places before going to Norwich. They will be putting in a septage receiving station before taking any more septage according to Brent. Barrows & Sons, Rentals to Go and Adsit are the only companies that bring their septage to Oxford currently.

Trustee Leach has had discussions with Brent and Kirk about opening the public restrooms at the Plant. They said they would be willing to monitor the bathrooms to be sure there is no damage and to replenish the toilet paper and paper towels as needed. Trustee Leach moved to have someone clean one restroom (unisex) and Brent will monitor and let that individual know when it needs cleaning. This could be started the first of April (trout season). The restroom will only be cleaned when Brent lets the cleaning person know that it needs to be cleaned. We will spend no more than \$180 a month toward the restrooms. Trustee Hendricks seconded this motion. All in favor, carried.

Bill Kelsey and Brent Rideout are requesting they be allowed to go to a conference together to renew their wastewater and water licenses. This conference is at Turning Stone on May 23-25 and the course is \$300 each. This conference hasn't been offered the last couple of years due to covid. Water license is good for three (3) years and Wastewater is good for five (5) years. Motion by Trustee Leach and seconded by Trustee Hendricks to send them to the conference and to pay for travel and hotel expenses. All in favor, carried.

POLICE:

Mayor Stark discussed the quote from the Oxford Police Department (OPD) for two new bullet proof vests for officers Francis and Sherman. The total cost for two new vests is \$2,290.30. As of April 1st, the cost of the vests will be increasing a minimum of 5% but could go as high as 12%. The quote is only good for 30 days. OPD would like to order the vests prior to April 1st but, of course, that would be contingent on the availability of funds. Following Board discussion, Trustee Hendricks moved and Trustee Marks seconded a motion to approve the purchase of the two vests by April 1, 2022 and charge to FY 2022 OPD Budget. There being no further discussion, the Mayor called the vote. All in favor, carried.

DPW-Greene Street (with CHIP funding) will cost about \$65,000 for excavating (\$35,000 and \$70,000 for paving) \$100,000 is in the budget on the narrative.

DPW has recommendations on slurry seal or crack filling and what streets are in need of being done. DPW Superintendent Paden said that the streets that are in need are: Main Street from North and South Canal Street to Albany Street, Washington Park to the Village line, Chenango Street from Scott Street to Butler Street. Those are the areas that need immediate attention. Due to Covid and not being able to be out and about, Rick asked the Town of Oxford to bring a sales rep to look at the project from Vestal Asphalt. Rick's plan is to call Suit Kote (Jerry).

Greene Street was supposed to be completed last fall. The Village is supposed to be first on Yacano's list for this spring since we are on the list already. The price for crack sealing is \$7,000 a day. The Village could commit to a day of that regardless of what else we do.

Staffing of the DPW with impending retirement of Rick Paden and Kirk Noetzel. Now is the time to make one DPW/WWTP department. Brent Rideout was hired to replace Kirk Noetzel and Bill Kelsey would be SPW of WWTP and DPW once the retirees do actually retire.

The Village should hire someone to fill Rick Paden's position to get up to speed sooner rather than later. Recommending someone effective June 1st as a laborer at \$15 an hour and get them to be a MEO if they meet all the qualifications.

Trustee Rice asked about having a 6-month trial basis for Bill to take over as SPW. Rick said that his thoughts were to work directly with the crews as equipment operator. He said there is no one that can take his place (he isn't patting himself on the back) and no one is ready to take over. Rick said that Bill has to try to supervise the public works department more than supervising the wastewater plant as Brent seems more than capable of running the plant. "We got a long way to go and a short time to get there" is what Rick's saying is at the DPW. He needs to have Bill keep his nose to the grindstone to keep working under him and get him to try to manage a public works report.

PUBLIC WORKS TRANSITION PLAN
RECOMMENDATIONS

1. William Kelsey Jr. be appointed Superintendent of DPW effective October 31, 2022, to replace Rick Paden who has indicated a desire to retire in the fall. Village Clerk to work with County Personnel Department to ensure all required documents are submitted and approved by county Personnel Department.
2. Department of Public Works Superintendent will be responsible for the Streets, Water and Wastewater operations in the Village effective November 1, 2022.
3. Superintendent Richard Paden will work with Bill Kelsey during the next several months to ensure all aspects of the Training Plan for William Kelsey are completed prior to November 1st, 2022. Rick also indicated that he will be available as a consultant for any DPW needs. The Village should develop a consultant agreement for his review and approval by November 1, 2022.
4. New Temporary laborer should be identified, recruited, and hired at a starting hourly rate of \$15.00 per hour effective June 1st, 2022. This Laborer will be hired full-time upon successful completion of 6 months probationary period and promoted to Motor Equipment Operator upon meeting position qualifications at an hourly rate of \$16.09 effective January 1, 2023.
5. Wastewater Operator Kirk Noetzel will work with Operator Brenton Rideout the next several months to ensure all aspects of the Training Plan for Brenton are completed prior to August 1st, 2022.
6. Village to allocate American Rescue Plan Act (ARPA) funds of \$141,435.46 Consisting of \$70,717.72 already received and anticipated funds in the summer of 2002 (\$70,717.73) to the eligible government Operations and/or capital projects as follows:

1.	OPD	2022 Ford Utility Police Interceptor Vehicle	\$ 45,544
2.	DPW	2022 Case Backhoe 580N	76,700
3.	EMS	2022 Stryker Heart Monitor	<u>19,191</u>
		Total	\$141,435

Village to notify ARPA Administration of projects allocation no later than April 30th, 2022.

Trustee Leach agrees with all the recommendations including #6 for the allocation of funds for the rescue plan. Trustee Hendricks and Trustee Marks agree with Trustee Leach.

Trustee Rice has a question asking if anything needs updating before Steward's Shops takes over. SPW Paden said it is up to them. Rick Paden asked Jodie at Lamont Engineers to make North and South Canal Streets part of one of the phases. Stewart's is coming to the village for services. Stewart's is paying for everything to go into our system. DOT has given them the full go ahead on their build project. Trustee Marks agrees with all of the items.

If WWTP Operator Noetzel is gone in May, there is a space between Rick retiring and Bill taking over. Who will Brent report to--Bill or who? This could be the wastewater commission and they should be meeting monthly and also report to the board. He also asked from Rick and Bill for a training program and he would like to see a periodic update on how the training is going and to have it signed off on to make sure everything is getting done.

Bill Kelsey agrees that they need to update the checklist on how training is going. Bill can't learn from Rick if he is picking up sticks, mowing or various other projects. Mayor Stark recommends that we know where Rick is headed and Bill is long term to be the SPW. He suggests the board discuss this manpower and how much is needed. Bill feels that one person at this point and, once Rick retires, another person to be hired at DPW. The board thinks to hire one person permanently and then hire another person to mow for approximately 6 hours a day.

Competent training person-Motion by Trustee Hendricks seconded by Trustee Marks for training at RIT. No further discussion, all in favor, carried. Get costs together and give to Clerk-Treasurer Marks for review.

Approve numbers 1-6 of Mayor Stark's recommendations. Motion by Trustee Hendricks and seconded by Trustee Marks. All approved, carried.

ACCEPTING AMERICAN RESCUE PLAN (ARPA) FUNDS AND ALLOCATING FUNDING FOR ELIGIBLE FY23 BUDGETS

SUMMARY: Mayor recommends Village Board approval of a Resolution to accept the allocation of ARPA funds in the amount of \$ 141,435 from the Federal Government through the American Rescue Plan Act. Village to allocate funds Consisting of \$70,717.72 already received and anticipated funds in the summer of 2002 (\$70,717.232) to the eligible government Operations and/or capital projects as follows:

1.	OPD	2022 Ford Utility Police Interceptor Vehicle	\$45,544
2.	DPW	2022 Case Backhoe 580N	76,700
3.	EMS	2022 Heart Monitor	<u>19,191</u>
		Total	\$141,435

A recipient that plans to use the standard allowance will make a one-time election and report it to Treasury through regular programmatic reporting. In advance of making this election, a recipient may begin to use up to \$10 million of SLFRF funds for government services. The Mayor recommends the Village take the standard allowance. Upon recommendations approval, Village will notify ARPA Administration of eligible projects allocation no later than April 30th, 2022.

DISCUSSION Mayor indicated that during previous Board discussion it was a consensus to use funds for the OPD Police Vehicle and the DPW Backhoe. However, we did not receive a grant From RC Smith for a new Heart monitor for EMS. The Mayor is proposing to use the remaining ARPA balance of about 19,000 helps purchase a \$40,000 Heart monitor. There are pros and cons regarding allocating this to the EMS as it would be a larger share of the total cost then what we would normally pay as our share of the Fire Protection District. The village share is generally about 25% of the total OFD budgets and this amount would represent about 57% of the total. However, the need is urgent and prices are rising.

The Village has delayed the monitor purchase due to cost and the uncertainty of funding streams for the OFD Engine purchase and capital project.

EMS Squad Captain Mark Forrest has indicated that the EMS could contribute \$5,000 out of their own funds.

Additionally, Mark has indicated the following:

- As of April 1st, we will have a price increase of about 20% due to the increased cost of parts and availability
- Delivery of shipments after April will take up to one year to ship
- We can do 60 monthly payments at 2.5% interest which is about \$600/month/monitor
- Or 50% Net 30 from when the equipment ships and 50% due next year
- Parts and service can no longer be provided for LP12's as of February 3, 2022, according to the FDA

The President signed into law the American Rescue Plan Act, which, among other items within the bill, provides funding to state and local government agencies affected by the Covid-19 pandemic. The Village received the first payment (\$70,717.72) from the American Rescue Plan in July of 2021 and a second is scheduled to be issued in summer of 2022. The Village should establish a separate fund to receive these deposits and track how the funds are utilized for auditing and reporting purposes.

Funds received from the American Rescue Plan Act can be used for *Revenue Loss*: The final rule offers a standard allowance for revenue loss of up to \$10 million, not to exceed a recipient's SLFRF award amount, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation. Recipients that select the standard allowance may use that amount for government services. Generally, services traditionally provided by recipient governments are government services, unless Treasury has stated otherwise are deemed allowable as indicated on by the "Interim Final Rule" and the Department of Treasury's Compliance and Reporting guidance document.

Recipients may use funds up to the amount of revenue loss for government services; generally, services traditionally provided by recipient governments are government services, unless Treasury has stated otherwise. More definition details are as follows:

Revenue Loss: The final rule offers a standard allowance for revenue loss of up to \$10 million, not to exceed a recipient's SLFRF award amount, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation. Recipients that select the standard allowance may use that amount for government services.

Capital Expenditures: *Projects with total expected capital expenditures of under \$1 million:* Treasury provides a safe harbor for projects with total expected capital expenditures of less than \$1 million and will not require recipients to complete, submit, or meet the substantive requirements of a Written Justification for the capital expenditure. In essence, recipients may pursue an enumerated project with total expected capital expenditures of under \$1 million without having to undergo additional assessments to meet SLFRF requirements.

Government Services to the Extent of Revenue Loss. The interim final rule and final rule both permit recipients to use SLFRF funds for government services in an amount equal to revenue lost due to the pandemic. As discussed in the final rule, Treasury is permitting recipients to determine the amount of revenue lost due to the pandemic either according to a formula or by claiming a standard allowance of up to \$10 million, not to exceed their total award allocation. A recipient that plans to use the standard allowance will make a one-time election and report it to Treasury through regular programmatic reporting. In advance of making this election, a recipient may begin to use up to \$10 million of SLFRF funds for government services.

Following Board discussion, Trustee Hendricks moved and Trustee Leach seconded a motion to approve all recommendations as proposed. There being no further discussion, the Mayor called the vote. All Voted Aye and the motion was approved.

SIGNAGE FOR COMMUNITY POOL

Trustee Leach updated the board regarding his discussion with members of the Oxford Community Pool Committee who have requested that a pool directional sign be attached to the street sign at the corner of South Washington Ave and Park Street. Trustee Leach showed the sign design and recommended the board approve the sign and authorize the DPW to attach to the street sign as soon as possible.

Following Board discussion, Trustee Leach moved and Trustee Hendricks seconded a motion to approve the recommendation as proposed. There being no further discussion, the Mayor called the vote. All Voted Aye and the motion was approved.

INVESTMENT POLICY

Mayor Stark explained, as part of the process to secure Bond funding for the OFD Capital project, we are required to submit numerous documents. One of the requirements is to submit a copy of our Investment policy. Upon review of Village policies and Code Book, no record of formal adoption of an official Investment policy could be found. Normal practice has been to follow general guidelines within several NY applicable laws. Consequently, it is recommended that Village adopt an Official policy (See attached) by Resolution effective March 8th, 2022, and to further follow all procedures to include in our annual Code Book Update as of June 1st 2022.

Following Board discussion, Trustee Hendricks moved and Trustee Rice seconded a motion to approve the attached Village of Oxford investment policy. There being no further discussion, the Mayor called the vote. All Voted Aye and the resolution was approved.

ADJOURNMENT:

Mayor Stark made a motion to adjourn the meeting at 9:10 p.m.

Next Regular meeting will be March 29, 2022, at 7:30 p.m.

Respectfully Submitted,

Shelly W. Marks
Clerk-Treasurer