

A Regular Meeting of the Board of Trustees of the Village of Oxford was held on April 26, 2022, 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, Fire Chief Ron Martin, Zoning Officer/Dog Warden Roger Barrows, Clerk-Treasurer Shelly Marks

**Absent:** OIC Adam Francis, DPW Superintendent Rick Paden, WWTP Operator Kirk Noetzel, EMT Mark Forrest

The Village Trustees (Audit Committee) reviewed each of the invoices in the abstract for April 2022.

Mayor Terry Stark called the Regular meeting to order at 7:30 p.m.

Pledge of Allegiance to the American Flag was given.

**PUBLIC CONCERNS:**

Harold and Audrey Johnson were present. Audrey mentioned the issues at 6 Fayette Street. She said conditions have not improved and it has been a year. The front yard and side and back yards are all a mess. There are kids all over making noise with bikes, etc. She called some of the board members over the weekend and brought to their attention the code regarding the violations. The owner has been issued a citation and did go to court and paid a fine. The owner also has a contract with someone to do weekly pick up of garbage now. The porch roof was taken down and that was an improvement but the mess is now scrap metal in the front yard. Zoning Officer Roger Barrows reported that the back of the house was full of garbage just over two weeks ago and the owner of the house has been making progress during the past 3 ½ weeks. Someone said the garbage should be moved to the back yard but others do not want it in the back either. This is a violation either way.

8 Fayette Street – the back door is open, anyone can get in the house, and it is a mess inside. The owner of this house gave permission to the guy that was living at 6 Fayette Street the authority to go into the house and do or take anything he wanted to. Roger Barrows has had conversations with the owner and will be locking it up. The garage doors are open and there is junk in there as well.

16 Merchant Street – the apartment was destroyed by fire back in December. The cleanup at this location is the responsibility of the homeowner. County Code Enforcement is involved with the cleanup and has been in contact with the owner. The village does not have much information at this point since it is in the hands of the County.

**ABSTRACT:**

Jodie Serowski from Lamont Engineers sent an E-Mail regarding monies owed by Burrell's Excavating to JHP Industrial Supply Co for material that was ordered in the amount of \$157,025.50 for the water project and Burrell's would like us to pay this amount to them since the materials have already been delivered to us. This amount will be reimbursed to us by EFC once the MWBE forms have been prepared and Burrell's Excavating is working on those forms currently. Mayor Stark talked to Jodie and she assures us that we will get the money for this bill. Trustee Hendricks seconded by Trustee Leach made a motion to include this amount in the general budget line and include in the April abstract. All voted aye and motion was carried.

General Fund	\$234,871.96
Water Fund	\$ 8,080.63
Sewer Fund	\$ 9,301.00
Water Project	<u>\$ 560.00</u>
	\$252,813.59

**APPROVAL OF MINUTES:**

Trustee Hendricks moved and Trustee Leach seconded a motion to approve the March 29<sup>th</sup> and April 12<sup>th</sup>, 2022, Meeting Minutes. All voted aye and motion was carried.

**TREASURER'S REPORT:**

Trustee Marks moved and Trustee Rice seconded the motion to approve the March Treasurer's Report.

**JUSTICE REPORT:**

Trustee Rice moved and Trustee Marks seconded the motion to approve the March Justice Report from Judge Ross. All approved.

**OFD REPORT:**

Chief Martin reported to the Board. The officer list was forwarded to the Board from the April 7, 2022, meeting. Trustee Marks moved and Trustee Leach seconded the motion to approve the list of officers.

Trustee Marks moved and Trustee Rice seconded the motion to approve the two new applicants into the Fire Department - Jacob McConnell and Kevin Podlaski.

PPE items have to be ordered for rotational items. There is a large back log of getting items delivered.

The department had forty-seven calls over 3 days during the recent snowstorm. There was a fatal call on Virginia Road. Dry ice and water were handed out to residents. The storm disrupted everything including the Coe House demolition. We have no idea when things will happen now.

Regarding the RFP Capital Project- Mayor Stark had a call from Chris Kozub from Labella Associates and he said he is doing more work on the project than he initially was told. He is putting together a contract per Mayor Stark's request with the fees associated with this. The Board agrees we need to move forward with this and hope the grant comes through.

**EMS REPORT:**

Mark Forrest was not present at the meeting. The Heart Monitor has been ordered. We are not sure when it will be received.

**CODE ENFORCEMENT:**

The County is going to take the homeowner at 16 Merchant Street to court if the property is not cleaned up.

There are currently two properties that need to be cleaned up. One is at 7 Mechanic Street - there are issues at that property and they will work on the cleanup; also 15 Taylor Street - there is garbage behind the fence that needs to be cleaned up. There is a barn in rough shape at 17 Taylor Street that should be torn down as well.

**WWTP:**

WWTP Operator Kirk Noetzel is on vacation and Brent was not in attendance.

The village was told that John Tracy was backed up and he was not sure when he would be able to look at the WWTP public restrooms so Roger Barrows gave an estimate of \$450 to repair the bathrooms (two) at the WWTP. Some parts will need replacing but the structure is okay. Nothing is working at the moment.

Trustee Leach said that John Tracy was able to look at the bathrooms and was able to repair the sinks and he got them working. He did not give the village a bill for his repair. His suggestion is not to open both of them right now. The toilet should be flushed periodically to keep things working properly.

**POLICE DEPARTMENT:**

OIC Francis sent his monthly report.

Michaela from NEAMI/PERMA (Workmen’s Comp) called inquiring how long the village is willing to pay OIC Francis to be on light duty. The Board agrees that as long as there is work that can be done and OIC Francis is able, we will pay him for light duty. I will notify Michaela of this decision.

**DEPARTMENT OF PUBLIC WORKS:**

Storm damage caused issues with trees and broken limbs. There are many piles of limbs, branches, logs, etc. that need to be picked up by the DPW. Mayor Stark talked to Bill Kelsey regarding how things are going. Bill feels things are progressing quite well under the circumstances.

**OLD BUSINESS:**

Sewer damage for the claim from a resident on Albany Street was denied by our insurance as the village was not negligent.

**ADDITIONAL VILLAGE POSITIONS TO ALLOW FOR DPW/WWTP REORGANIZATION**

Mayor Stark provided duty statements for three positions that were reviewed by the Chenango County Personnel Department. The positions are aligned with the Board’s recent conversations related to our goal to reorganize the DPW Department concurrent with planned retirements later this year.

The plan includes some extensive training and mentoring of a person that will succeed the current DPW Superintendent. As the retirement date of the current Superintendent is not yet set, the Village has only one position of DPW Superintendent, there is a need for a position that is second in command of the Department.

The plan also includes adding a new person with extensive experience in road construction, sidewalk installments and other general street repairs that can supervise and train less experienced employees. There is no current position other than MEO or laborer within the department. The duties described in both positions do not include the key duties of the person we need.

There is also a need to upgrade a current part-time wastewater position to full-time. Mayor Stark opened the floor for discussion of each position.

At the conclusion of Assistant Superintendent discussion, the following resolution was offered by Trustee Marks, who moved its adoption, seconded by Trustee Leach, to wit:

WHEREAS, the Village of Oxford has determined succession planning in the DPW is necessary, now, therefore be it

RESOLVED that the Village of Oxford hereby creates the position of Assistant Superintendent of Public Works.

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

Dale B. Leach	AYE
Dustin F. Hendricks	AYE
Richard A. Marks	AYE
Richard E. Rice	AYE

The resolution was thereupon APPROVED and ADOPTED by the Oxford Board of Trustees of the Village of Oxford, New York on this 26<sup>th</sup> day of April 2022.

At the conclusion of Working Supervisor Assistant discussion, the following resolution was offered by Trustee Rice, who moved its adoption, seconded by Trustee Hendricks, to wit:

WHEREAS, the Village of Oxford has determined succession planning in the DPW is necessary, now, therefore be it

RESOLVED that the Village of Oxford hereby creates the position of Working Supervisor.

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

Dale B. Leach	AYE
Dustin F. Hendricks	AYE
Richard A. Marks	AYE
Richard E. Rice	AYE

The resolution was thereupon APPROVED and ADOPTED by the Oxford Board of Trustees of the Village of Oxford, New York on this 26<sup>th</sup> day of April 2022.

At the conclusion of discussion of the Wastewater Treatment Plant Operator, the following resolution was offered by Trustee Hendricks, who moved its adoption, seconded by Trustee Leach, to wit:

WHEREAS, the Village of Oxford has identified a need to hire one additional Wastewater Treatment Plant Operator for training and succession planning purposes, therefore, now be it

RESOLVED that the Board of Trustees hereby increases the hours of one Wastewater Treatment Plant Operator Part-time, Extra-Hire position to a full-time Wastewater Treatment Plant Operator position retroactive to November 15, 2021.

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

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

The resolution was thereupon APPROVED and ADOPTED by the Oxford Board of Trustees of the Village of Oxford, New York on this 26<sup>th</sup> day of April 2022.

**NEW BUSINESS:**

The Village will relevy unpaid water/sewer and maintenance bills to taxes in May for accounts that are in arrears.

The board received a letter from Ellen Anderson on Columbia Street. She has a tree that she wants the village to look at due to branches falling down. We will have Cook's Tree Service look this over.

Mayor Stark has been contacted regarding having a mural done at Dollar General by an artist that wants to resurrect it. The owner of the building will have to be contacted.

**TRUSTEE COMMENTS:**

Trustee Rice asked if a new employee has to have a physical before they are hired. No, they are not.

**ADJOURNMENT:**

Mayor Stark made a motion to adjourn the meeting at 9:40 p.m.

Next Regular meeting will be May 31<sup>st</sup> at 7:30 p.m.

Respectfully Submitted,

Shelly W. Marks  
Clerk-Treasurer