

A Re-organizational Meeting of the Board of Trustees of the Village of Oxford was held on July 12, 2022 at the Village Hall - 20 LaFayette Park, Oxford, NY 13830 at 7:00 P.M.

Present were: Mayor Terry Stark, Trustee Richard Marks, Trustee Dustin Hendricks, Trustee Richard Rice, Clerk-Treasurer Shelly Marks.

Absent: Trustee Dale Leach

Mayor Terry Stark called the meeting to order at 6:54 p.m.

The Pledge of Allegiance to the American Flag was given.

Mayor Stark handed out the Code of Ethics to all Board Members.

Mayor Stark discussed and proposed the following Re-Organizational Meeting Resolutions:

I 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 Rice moved and Trustee Hendricks seconded the following resolution:

BOARD 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.”

Mayor called the vote and all voted Aye. Resolution approved.

II 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 Rice moved and Trustee Marks seconded the following resolution:

BOARD 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 \$.60 per mile.

Section 2. That this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

III 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 Hendricks moved and Trustee Rice seconded the following resolution:

BOARD 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
Brenton Rideout	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.”

Mayor called the vote and all voted Aye. Resolution approved.

IV 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 Marks moved and Trustee Hendricks seconded the following resolution:

BOARD 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 moneys received by the Village Clerk/Treasurer and receiver of taxes.

Section 2. That this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

V 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 complete the review as part of the reorganizational meeting.

Trustee Marks moved and Trustee Hendricks seconded the following resolution:

BOARD 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 this resolution is effective immediately.

Mayor called the vote and all voted Aye. Resolution approved.

VI CREDIT CARD 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 Credit Card policy

must be reviewed annually, it is the policy of the Village Board to complete the review as part of the reorganizational meeting.

Trustee Rice moved and Trustee Hendricks seconded the following resolution:

BOARD RESOLUTION:

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

WHEREAS the board of trustees has reviewed the Village of Oxford Credit card 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 this resolution is effective immediately

Mayor called the vote and all voted Aye. Resolution approved.

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 Rice moved and Trustee Marks seconded the following resolution:

BOARD 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.

Mayor called the vote and all voted Aye. Resolution 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 establish that date.

Trustee Hendricks moved and Trustee Rice seconded the following resolution.

BOARD 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 2023; and

WHEREAS the first Monday of the month following the election in June of 2023 is **4th of July**: and

WHEREAS the Board does not desire to meet on the federal holiday of the fourth of July.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees has set the date for the next Reorganizational meeting as Tuesday, **July 11, 2023.**

Section 2. That this resolution is effective immediately.”

Mayor called the vote and all voted Aye. Resolution approved.

16 MERCHANT STREET FIRE DEBRIS CLEAN-UP

The cost to clean up at this location is \$30,000. If the village paid for this clean-up, they would then send the bill to James Jablonski as he is the property owner and he needs to be billed for the clean-up of the debris. Trustee Hendricks said this should be cleaned up before winter.

FIRE STATION CAPITAL PROJECT

The bid opening has been extended to the 1st Tuesday in August as Sean Foran from Hueber-Breuer Construction Company will be on vacation the last week of July and Chief Martin would like him to be available for the bid opening. Therefore, this will be put on hold for two (2) weeks.

ADJOURNMENT:

Mayor Stark made a motion to adjourn the meeting at 8:34 p.m.

Next Regular meeting will be July 26th at 7:30 for the Regular Monthly Board meeting.

Respectfully Submitted,

Shelly W. Marks
Clerk-Treasurer