

A Regular Meeting of the Board of Trustees of the Village of Oxford was held on September 26, 2023 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, Clerk-Treasurer Shelly Marks.

**Absent:** OIC Adam Francis, DPW Superintendent Bill Kelsey, WWTP Operator Brenton Rideout, Captain Mark Forrest, Zoning Officer/Dog Warden Roger Barrows

The Village Trustees (Audit Committee) reviewed each of the invoices in the abstract for September 2023.

Mayor Terry Stark called the Regular meeting to order at 7:26 p.m.

Pledge of Allegiance to the American Flag was given.

**PUBLIC CONCERNS:**

Sally Nuzzolese was at the meeting. She was here regarding the property next door to her (garbage, pigs, and everything else). The village cleaned up this property one last time then it was to be checked to be sure things are being kept up. A pamphlet was mailed to all residents at the beginning of the year and she said that people are not following these rules. She has paid \$2,500 for Terminix for the rats that are now at her house due to the house next door on Mechanic Street and all the garbage that was at the house before it was sold at auction. Five big traps were set at her house, nothing was caught but she heard gnawing in her house and she thought it was a squirrel. One rat poop was found so she called Terminix to take care of this situation. She kept asking that something be done with the garbage and all the mess. She said she was promised this would be taken care of but it did not happen and she should not have been promised when we did not help her. Mayor Stark asked that she put something in writing regarding this.

**ABSTRACT:**

Trustee Leach moved and Trustee Marks seconded a motion to approve Abstract #004 as presented. All voted aye and motion was carried.

General Fund	\$128,362.44
Water Fund	\$ 8,731.40
Sewer Fund	\$ 7,888.68
Water Project	<u>\$ 14,046.35</u>
	\$159,028.87

**APPROVAL OF MINUTES:**

Trustee Hendricks moved and Trustee Rice seconded a motion to approve the August 29<sup>th</sup> and September 19<sup>th</sup> Special 2023 Meeting Minutes. All voted aye and motion was carried.

**TREASURER'S REPORT:**

Trustee Hendricks moved and Trustee Rice seconded the motion to approve the June and July Treasurer's Reports. All voted aye and motion was carried.

Mayor Stark discussed the Inero Audit for engagement services. A full audit would be \$25,000 a year to keep with what has been done in past years or \$17,000 a year for less of an opinion plus the justice report, \$2,000 would be the cost for the justice report. The village will put out a Request for Proposal for audit services in January of 2024.

Trustee Leach moved and Trustee Hendricks authorized Mayor Stark to sign the contract with Inero for the FYE 5/31/2023 audit for \$17,000. All voted aye and motion was carried.

**JUSTICE REPORT:**

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

**OFD REPORT:**

Chief Martin reminded the Board of the AFG grants that they have received. The first being the \$226,200.00 and then they received the grant for the exhaust capture and removal system for \$95,238.09 with the local share being \$4,761.91. This is what started the station project and not the riverbank. Chief Martin was notified that they were awarded an additional \$55,738.00 additional fund

for the SAFER Grant for current member retention activities and media. This brings to a total of \$377,176.00 in AFG Grants that Julie Burline wrote and applied for. The AFG grant is applied for every single year. The money is given up front to the department. Trustee Marks moved and Trustee Leach seconded the motion to accept the grant award of federal share for the 2022 Assistance to Firefighters Grants. \$4,700.00 out of \$55,000 will go toward buying jackets for existing members to keep them aboard. The AFG Grant was turned over to Kylie Ferguson to work with that kind of money (AFG grant).

Chief Martin asked for the status of the roof project from Sean Foran of Hueber-Breuer Construction Company, Inc. Mayor Stark has not heard anything from him with regard to this but it was supposed to go out to bid by Labor Day. Mayor Stark called Sean and left a message. Sean called back after a few minutes. Sean will get this out in the next week as he has Covid now.

Chief Martin is updating the System for Award Management (SAM) authorization but he cannot get a document with the address of 20 Main Street on it. Clerk-Treasurer will try to get this information for him.

The new UTV was used for the first time. A tree fell on a guy up in the woods with a lot of mud so the UTV worked great to get to him and get him off the hill. They were lucky to get him out of the woods.

The tenants at 24 N Washington Ave attempted to contact code enforcement regarding the building and getting an electrical inspection but it was not done. There are five apartments and no smoke detectors or fire extinguishers. The outlet strips were full in the electrical lines. Chief Martin faxed an official form from the OFD to Steve Fox, Chenango County Code Enforcement. Mayor Stark will send an official form from the village as well.

After the last storm around 5:00 p.m., there were two guys at the fire station (they figured there would be some fire calls). They heard a big bang and the lights in the hallway came on then a big bang then they shut off. They went to the electrical and mechanical room. The two televisions were on but were off before the loud bang and light issues. The lights continued to go on and off again but there was no one else at the station. They smelled something burning. The sign out front burnt out and has since been replaced with BINGO money. Something needs to be done soon as something electrical is going on at the station.

Fire contract was reviewed and Mark Forrest replied with his thoughts on it.

#### **EMS REPORT:**

Mark Forrest was not present.

#### **POLICE DEPARTMENT:**

OIC Francis sent his monthly report to the Board but he was not present.

Trustee Leach moved and Trustee Hendricks seconded the motion to accept the police department report. All approved.

#### **CODE ENFORCEMENT:**

Roger Barrows was not present. The property on the corner of Greene and Merchant Street along with the house next door needs to be taken care of. Mayor Stark will talk to Steve Fox regarding these properties.

#### **WASTEWATER PLANT:**

WWTP Operator Brent Rideout sent in his monthly report but was not present. He reported that he hauled more sludge to the landfill and they are now caught up but will haul one more time before winter. He had to fix a pump station behind the school. The pipe rotted and when the pump was pumping, it was not going anywhere. He is going to switch the secondary clarifiers to the one that is clean then clean out the dirty one and get it ready to be switched back over next month. Routine maintenance was done around the plant as needed. They got quotes on an aeration system that would go in the wet well and GP5. This would help with mixing them up so they do not have to hose them out as much. Adding air also helps with the biological process that happens at the plant. However, the quotes were quite expensive and it was just to test the waters to see how much something like that might cost.

#### **DEPARTMENT OF PUBLIC WORKS:**

SPW Kelsey sent in his monthly report but he was not present. Quarterly meters have been read with a lot of meter replacements needing to be done. Mowing and trimming at well #3, Boname and Clarks Creek has been done. The storm drain has been fixed and complete at Albany Street. The street sweeper has been out weekly. Scott Street water project is fixed, patched and the curbs poured and also the sidewalk has been poured at Witchella's that was damaged by tree removal. Mowing and

trimming is still being done weekly. The valves on the park downtown are partially done. The vacuum truck will be in this week to suck out catch basins. Yacano's was in and hot patched all the places that were dug up in the street this year. Scott Street catch basin has been fixed. 3 West Park service was found and can be shut off. The meter will be replaced when the homeowner makes an appointment. The bucket truck is going in the shop next Tuesday for an issue.

The Greene Street project may not happen this year due to timing and the concrete shop closing.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

The NYSEG Easement is being worked on by Paul Fisher. T Squared just wants to be sure this is taken care of before January when their new equipment is delivered.

Trustee Hendricks moved and Trustee Marks seconded the motion to approve the Sharon Wildman project up to \$10,000 for the village signs. All in favor, carried.

It is going to cost \$12,500 for tree removal by Cook's Tree Service. The Board approved the increase to \$12,000 in the tree budget but authorized Mayor Stark to go ahead with the tree cutting/trimming proposal.

Mayor Stark discussed the need to reply to a request from the New York State Uniform Court system to provide a copy of the most recent Justice Court Audit report as outlined and described in his email to the Board on September 25<sup>th</sup>. Following discussion Trustee Leach offered and Trustee Marks seconded the following resolution:

**WHEREAS**, Uniform Justice Court Act Section 2019-a partially sets forth the following: "It shall be the duty of every such justice, at least once a year and upon the last audit day of such village or town, to present his records and docket to the auditing board of said village or town, which board shall examine the said records and docket, or cause same to be examined and a report thereon submitted to the board by a certified public accountant, or a public accountant and enter in the minutes of its proceedings the fact that they have been duly examined, and that the fines therein collected have been turned over to the proper officials of the village or town as required by law. Any such justice who shall willfully fail to make and enter in such records and docket forthwith, the entries by this section required to be made or to exhibit such records and docket when reasonably required, or present his/her records and docket to the auditing board as herein required, shall be guilty of a misdemeanor and shall, upon conviction, in addition to the punishment provided by law for a misdemeanor, forfeit his/her office." and,

**WHEREAS**, On or about the 16<sup>th</sup> day of July, 2022, the Justice Court of the Village of Oxford presented its records and docket to Insero & Co. Certified public Accountants engaged by the Village of Oxford Board of Trustees to be the Justice Court Auditing Board of the Village of Oxford. and,

**WHEREAS**, On or about the 16<sup>th</sup> day of January, 2023, the auditing board of the Village of Oxford duly examined the records and docket of the Justice Court of the Village of Oxford, for the timeframe of July, 2021 - May 31, 2022 and,

**WHEREAS**, the auditing board of the Village of found that the Village of Oxford Justice Court substantially complied, in all material respects with the terms and conditions of the requirements of the Uniform Justice Court Act- Section 2019-a

**NOW, THEREFORE**, this 26<sup>th</sup> day of September, 2023,

**BE IT RESOLVED** by the Village Board of the Village of Oxford, as follows:

**RESOLVED**, The Village Board acknowledges that the required examination of the Village Justice books was conducted and that the Village of Oxford Justice Court substantially complied, in all material respects with the terms and conditions of the requirements of the Uniform Justice Court Act- Section 2019-a during the examination.

**RESOLVED**, The Village clerk is asked to send a copy of this resolution to: Chief Internal Auditor, Daniel Johnson, NYS Unified Court System 185 Jordan Road Suite 1, Troy New York 12180 or via email at: [tvauditcompliance@nycourts.gov](mailto:tvauditcompliance@nycourts.gov).

**RESOLVED**, this resolution shall take effect immediately.

Vote of the Board:

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

Resolution Adopted:

**TRUSTEE COMMENTS:**

Trustee Rice mentioned the exhaust fan at Roma’s and how loud it is. He said it is very distracting while the farmer’s market is going on and wonders if it can be shut off during those hours (9-12). Mayor Stark to speak to Gabe Cruz.

**ADJOURNMENT:**

Mayor Terry Stark made a motion to adjourn the meeting at 8:59 p.m.

Respectfully Submitted,

Shelly W. Marks  
Clerk-Treasurer