

A Special Meeting of the Board of Trustees of the Village of Oxford was held on November 19, 2024 at the Village Hall - 20 LaFayette Park, Oxford, NY 13830. The board meeting started at 6:00 P.M.

**Present were:** Mayor Terry Stark, Trustee Dale Leach, Trustee Dustin Hendricks, Trustee Richard Marks, Trustee Mary Branham, Zoning Officer Roger Barrows, Kim Nichols, Clerk-Treasurer Shelly Marks.

Mayor Terry Stark called the Regular meeting to order at 5:55 pm.

Pledge of Allegiance to the American Flag was given.

**PUBLIC CONCERNS:**

None

**DEMOLITION – 6 GREENE STREET:**

The village received four bids for the 6 Greene Street demolition RFP: Burrell’s Excavating, Inc. - \$38,900; Gorick Construction Co., Inc. - \$38,800; Contento Demolition - \$36,000; Buckley’s Excavating & Landscaping, LLC - \$31,000. The Board will send a signed contract back to Buckley’s Excavating & Landscaping, LLC letting them know that they were the low bidder.

**RESOLUTION 24-11-19-1  
Village of Oxford Board of Trustees**

Trustee Leach moved and Trustee Branham seconded the following:

**RESOLUTION TO ACCEPT BID AND AWARD 6 GREENE STREET DEMOLITION  
PROJECT NO. 11-19-2024-1**

**WHEREAS**, the Village Board of Trustees issued a Demolition order for 6 Greene Street, Oxford, New York, held a public hearing, affirmed the demolition order, and subsequently authorized the solicitation of bids; and

**WHEREAS**, a request for proposals (RFP) for Demolition Services was issued by the Oxford Village Board of Trustees on October 21, 2024 and duly published in the Official paper of the village on October 22, 2024 requiring responses being submitted no later than November 13, 2024 at 2:00 PM; and

**WHEREAS**, the Village Board of Trustees received four bids of which four were found to be qualified for the residential demolition; and

**WHEREAS**, Buckley Excavating and Landscaping, LLC of Sherburne, NY submitted a proposal for services that was received by the Village Board of Trustees on November 13, 2024; and

**WHEREAS**, the Village of Oxford procurement policy requires Board of Trustee’s approval for any goods and services procured above \$20,000; and

**WHEREAS**, Buckley Excavating and Landscaping, LLC submitted the low bid of \$31,000 for the services of the residential demolition; and

**NOW THEREFORE IT BE RESOLVED**, by the Village of Oxford Board of Trustees that:

1. The bid of \$31,000 for demolition submitted by Buckley Excavating and Landscaping, LLC for the benefit of the Village of Oxford is awarded; and
2. Funds for this work shall be expended from the Village of Oxford unallocated fund balance and appropriated to General Fund Zoning Contractual account A8010.400 and
3. The Mayor shall have the authority to provide Notice of Award and execute the approved contract; and
4. This Resolution shall take effect immediately.

I, Shelly W. Marks, Village Clerk/Treasurer do hereby certify that the above is a true and correct copy of a resolution duly adopted at a meeting of the Village Board of Trustees Board of duly held and convened on November 19, 2024, at which meeting a duly constituted quorum of the Board of Trustees was present and acting throughout, and that such resolution has not been modified, rescinded, or revoked, and is at present in full force and effect.

IN WITNESS THEREOF, the undersigned has affixed their signature on this 19<sup>th</sup> day of November 2024.

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Shelly W. Marks  
Village Clerk/Treasurer

The letter we sent to James Jablonski regarding the demolition of 6 Greene Street by Certified Return Receipt was not delivered to him after three attempts. The Notice of Award will be mailed to Buckley Excavating & Landscaping, LLC and, they should return it once it is reviewed and signed. Mayor Stark is suggesting we use the same air monitoring service that was used for the 62 Albany Street demolition.

Mayor Stark asked if we need both Kim Nichols and Roger Barrows to oversee the demolition. Mayor Stark asked if Kim Nichols would contact Binghamton Environmental but then said he would make the call to Binghamton Environmental. Roger Barrows contacted NYSEG and will be sure the electricity is disconnected and then he will remove it from the house. The contractor has to contact 811 for underground items (water, sewer, etc.).

It will take 18 months to receive the money back from the county for the unpaid demolition bills. In January, we will recommend to the board to send him a bill and see if he pays. We then can add the unpaid amount to taxes in June when they are relieved to the county. We can get a judgment against him and take both property owners to court. We will have to have court in Norwich due to the amount of the demo and small claims are only \$5,000 or less.

OFD Capital Plan – Kim Nichols submitted the paperwork regarding the OFD \$1,000,000 grant and what the priorities are for that grant. He went to a manufacturing website that had a cost estimator for a prefabricated building, and he plugged in the numbers and got a quote for \$300 a square foot. Their priorities in order are HVAC, plumbing, electrical, window/door replacement, front apron, new 40' x 60' 2-bay addition, gear room. This added up to more than \$1,000,000 so they will look over the list and update the priorities they would like to complete at the fire station.

Mayor Stark will call Matthew Gamble from the Division of Homeland Security and Emergency Services (DHSES) regarding the V-Fire Grant to find out exactly what he is looking for to prepare

the contract. We will save \$120,000 if we downsize the building. No design work was included in the paperwork for the OFD grant work. We will do these things one by one and will send out an RFP for the projects that we need to have done as they come up.

The fence needs to be installed but we will not have Wescott Electric do this work. The DPW could put up the fence just to protect the generator from passersby that may play around with it. They said they definitely need a fence to protect the generator.

Yacano can be notified to do the Clark's Creek cleanout for \$3,800 as their equipment is already in the village. Emergency Management line item may work to post this amount to under the chart of accounts.

In the September minutes, we added a resolution for the NYSERDA Grant that we received. Resolution needed to be amended in the July 30<sup>th</sup> minutes-we need to accept the award in the minutes.

**ADJOURNMENT:**

Mayor Stark made a motion to adjourn the meeting at 6:54 p.m.

Respectfully Submitted,

Shelly W. Marks  
Clerk-Treasurer