

A Regular Meeting of the Board of Trustees of the Village of Oxford was held on June 25, 2024 at the Village Hall - 20 LaFayette Park, Oxford, NY 13830 at 7:30 P.M.

Present were Mayor Terry Stark, Deputy Mayor Dale Leach, Trustee Dustin Hendricks, Trustee Richard Rice, Deputy Clerk-Treasurer Paula Crippen. **Absent:** Trustee Richard Marks, Fire Chief Ron Martin, EMS Captain Mark Forrest, Code Enforcement Officer Roger Barrows. **Other attendees:** Mary Branham, Melissa Bishop, Mark Drewniak, and Karen Covell.

Mayor Stark called the special meeting to order at 7:30 p.m.
Pledge of Allegiance to the American Flag was given.

Trustee Hendricks moved and Trustee Rice seconded a motion to open the Public Hearing regarding the proposed demolition order for the property located at 6 Greene Street. All voted Aye and motion was carried.

The mayor explained that the Village via Code Enforcement have tried to contact Mr. James Jablonski as follows:

1. Personally
2. Letters to his address of record at PO Box 12, E. Setauket, New York 11733
3. Posting demolition notice letter to his property at 6 Greene Street, Oxford
4. Posting demolition notice letter to his property a 4 South Washington Avenue, that he is known to periodically visit
5. Providing demolition notice letter to Mr. Jablonski's property manager

These steps were taken regarding the non-owner-occupied property located at 6 Greene Street (Tax Map # 182.2-1-20) in the Village of Oxford. The property has been determined to be unsafe and in violation of Section 103-2 of the Unsafe Building Code of the Village Oxford as follows:

1. The roof line has sagged indicating the rafters may have splayed, interior framing settled/rotted, or basement columns/foundation have or are in failure. The roofing has rolled back and fgwill exacerbate water intrusion hence speed up the rotting process.
2. There is visible sagging of the building at the sill line, indicating the sill beam and or foundation wall is in failure.
- 3 The rear building sheds show roof failure, eve rotting and wall deterioration.
- 4 The North stairway and 2nd floor entrance show rotting and failure as well.
- 5 The South wall foundation has been compromised by a tree rooted in the wall. A side view of the shed shows failure as well.

Mayor indicated that as part of the follow-up process to address property maintenance issues at 6 Greene Street, engineer Gene Rood was contacted to confirm if the building was unsafe. Mr. Rood's inspections were conducted in 2015, 2018 and 2022. Based upon the reports and a review of the options the mayor recommended and the Board issued a demolition order at a special meeting of the Board on June 11th 2024, (attached to minutes) and authorize the Code Enforcement Officer, Mayor and Village Clerk/Treasurer to take all necessary steps to provide notice, conduct public hearing, and affirm, modify, or vacate a demolition order. A Public Hearing legal notice was published in the Norwich Evening Sun on June 18th 2024.

RE: Notice and Order

Single Family Residential structure

Tax Map No. 182.2-1-20

6 Greene Street

Oxford, New York 13830

Deed Book 20050 Pg-1770

Taxable Value \$15,000

Land Value included - \$6,100

Pursuant to Section 103-2 of the Code of the Village of Oxford, New York your unoccupied and abandoned single family residential building located at 6 Greene Street, Oxford New York, has been determined to be an unsafe building and has been ordered by the Village of Oxford to be demolished and all portions of building structure be removed. The demolition shall commence

within 60 days of this notice and be completed within 60 days thereafter but no later than October 1, 2024.

The letter received by the owner, Mr. Jablonski, erroneously stated the public hearing was to begin at 6:00 PM. He met with the mayor at that time but could not stay until the advertised 7:30 PM start time. Mr. Jablonski asked if the board would consider allowing him 2 extra weeks to come up with a plan for the demolition.

The mayor then invited those in attendance at the public hearing to speak to the issue. Those in attendance commended the village for taking action on this type of property and did not believe the owner would follow through with any plans to demolish the property on his own. Mayor indicated the property owner was responsible for the demolition and would be given a fair amount of time to complete the demolition, including a 2-week extension he has requested.

Absent owner compliance the village would engage a contractor to demolish the structure still remaining standing, remove all debris and remove an inoperable, uninhabitable trailer and would be billed the cost of the demolition. Demolition costs would be added to the village property taxes in June of 2025 (FY 2025-26).

Mayor asked all those in attendance if anyone was opposed to the demolition order. All indicated the demolition should be affirmed.

There being no more public comments, Trustee Leach moved and Trustee Rice seconded a motion to close the Public Hearing at 7:50 p.m. All voted Aye and motion was carried.

The mayor indicated that the Board now must pass a resolution to affirm, modify or vacate the order. Following more discussion, Trustee Rice moved and Trustee Hendricks seconded a motion to affirm the demolition order, authorize Mayor to notify owner of decision and confirm timing for compliance.

The motion was adopted, pursuant to a roll call vote as follows:

Dale Leach	AYE
Dustin Hendricks	AYE
Richard Rice	AYE
Terry Stark	AYE

Concurrent with the demolition timetable the village will also seek demolition and cleanup estimates if it becomes necessary for the village to conduct the demolition and property clean-up. Should this occur, then the property owner will be billed and absent payment the costs will be added to his village property taxes for 6 Greene Street.

The Village Trustees (Audit Committee) reviewed the invoices on the abstract for June 2024.

PUBLIC CONCERNS:

Melissa Bishop, a new member of the NYS Covered Bridge Society, asked the mayor if the village would consider the construction of a small covered footbridge across the river behind the middle school. Mayor Stark explained that this had been a proposed project when the village applied for the NY Forward grant. Oxford was not chosen for the grant, but is in the process of re-applying. There will be meetings this summer regarding the grant with workshops that will be open to the public. Absent a grant award, there is not sufficient money in the budget currently to construct this bridge. The mayor will follow up with the Covered Bridge Society's leadership.

Melissa's sister Susan had a question about the recent drinking water report. She asked how often testing is done. According to DPW Superintendent Kelsey, the NYS Dept. of Health directs the village when and how often to test for certain things. The village follows their schedule.

ABSTRACT:

Trustee Leach moved and Trustee Hendricks seconded a motion to approve Abstract #001 as presented. All voted aye and motion was carried.

General Fund	\$ 125,292.57
Water Fund	\$ 5,317.04
Sewer Fund	\$ 9,249.01
EMS Fund	\$ -0-
Water Project	<u>\$ 2,000-00</u>
	\$ 141,858.62

APPROVAL OF MINUTES:

Trustee Rice moved and Trustee Hendricks seconded a motion to approve the May 28, 2024 and June 11, 2024 meeting minutes. All voted aye and motion was carried.

TREASURER’S REPORT:

Trustee Hendricks moved and Trustee Leach seconded a motion to approve the February, March, April and May 2024 Treasurer’s reports. All voted Aye and the motion was carried.

Mayor indicated that a resolution was needed to make Budget modifications for FY ending May 31, 2024. Following discussion, Trustee Rice offered and Trustee Henricks seconded the following resolution.

**RESOLUTION AUTHORIZING ANNUAL YEAR END BUDGET MODIFICATIONS
AND AUTHORIZING THE INITIATION OF THE UPCOMING FISCAL YEAR
RECORDS
RESOLUTION 1 # OF FY 2025**

WHEREAS, annual budget modifications and journal entries are necessary in order to close the books for each current fiscal year in preparation for completing the AUD (New York State Comptroller Annual Update Document) and the Village’s external audit, and;

WHEREAS, this is a normal annual process of bringing the financial records in line for year end, which requires immediate resolution that may not be consistent with the dates of the Village Board meetings:

NOW THEREFORE BE IT RESOLVED that the Oxford Village Board authorizes the Village Clerk/Treasurer, Village Budget Officer and the Village’s external auditors to:

1. Make the necessary budget modifications and journal entries as needed in any and all funds to close current year books,
2. Open the books for the upcoming fiscal year,
3. Authorize the input of the upcoming fiscal year Adopted Budget and authorizing set wages for the upcoming year;

AND BE IT FURTHER RESOLVED, the final current year end budget modifications will be presented to the Village Board for review no later than the July board meeting in the upcoming year, and that this resolution will continue until a subsequent resolution no longer authorizes this practice.

This resolution shall take effect immediately.

The resolution was adopted, pursuant to a roll call vote as follows:

Dale Leach	AYE
Dustin Hendricks	AYE
Richard Rice	AYE
Terry Stark	AYE

The mayor asked the Board if the FY 2023-2024 Budget modifications sent to the Board for review on June 23, 2024 (attached) needed additional review and/or amended.

BUDGET AREA SUMMARY DETAIL	Adopted Budget	Budget Modification	Modified Budget
TOTAL GENERAL GOV'T SUPPORT	\$176,600	(\$8,000)	\$168,600
TOTAL PUBLIC SAFETY	\$401,000	\$52,000	\$453,000
TOTAL PUBLIC HEALTH	\$38,900	(\$8,000)	\$30,900
TOTAL TRANSPORTATION	\$343,600	\$0	\$343,600
TOTAL ECONOMIC ASSISTANCE & OPPORTUNITY	\$250	\$0	\$250
TOTAL CULTURE & RECREATION	\$23,500	\$10,000	\$33,500
TOTAL HOME & COMMUNITY SERVICES	\$12,800	\$5,500	\$18,300
TOTAL EMPLOYEE BENEFITS	\$136,000	(\$5,000)	\$131,000
TOTAL DEBT SERVICE	\$89,619	(\$11,527)	\$78,092
TOTAL TRANSFERS	\$38,731	(\$34,973)	\$3,758
	\$1,261,000	\$0	\$1,261,000

Following discussion Trustee Leach moved and Trustee Hendricks seconded a motion to approve the FY 2023-2024 General Fund Budget modifications. The resolution was adopted, pursuant to a roll call vote as follows:

Dale Leach AYE
Dustin Hendricks AYE
Richard Rice AYE
Terry Stark AYE

JUSTICE REPORT:

Trustee Rice moved and Trustee Leach seconded a motion to approve the Justice reports for April and May. All voted Aye and the motion was approved.

POLICE DEPARTMENT:

OIC Francis reviewed the monthly case load report, leaving out sensitive details, as there were still visitors in attendance. He discussed with the board the need for a fenced in area at the police garage for an impound lot. Construction of a 6 ft. fence topped with 2 ft. of barbwire will cost between \$10-16,000 (3 estimates received). The village could potentially receive \$35-50/day per impounded vehicle.

Trustee Leach asked about moving the handicapped parking space on Main Street to the spot behind its current location. The mayor said the board would have to make a resolution and amend the local law. Trustee Leach moved and Trustee Hendricks seconded a motion to move the handicapped parking spot. All voted Aye and the motion was approved. This will be put on the agenda for the July 16th meeting and a public hearing will be scheduled.

Trustee Hendricks moved and Trustee Leach seconded a motion to accept the police report. All voted Aye and the motion was approved.

OFD REPORT:

Sean Foran at Hueber Breuer has promised a recommendation for the roof bid for the fire station for the last month but has yet to respond. Per Rich Rice, Hueber Breuer took the removal of the chimney out of the bid specs, so there may be some confusion if all contractors bid on the same specs. The village wanted to accept the lowest bid, but there are questions about the bid including correct specs.

Westcott Electric is planning on ordering and installing the new generator. The board will approve moving forward with this project at the July meeting.

River Rock to begin river bank revetment project in July.

Fire Contract: The mayor discussed the contract with the Preston and Oxford town boards. He will attend the next Town of Smithville board meeting. Plan to have something in place by mid-August.

EMS REPORT: Mark Forrest was absent. Mayor reported they need ambulance replacement specifications from EMS as soon as possible.

With current EMS expenses and revenues, the village will have funds for EMS service for about another 2 years.

WASTEWATER PLANT:

WWTP Operator Brenton Rideout recommends getting quotes to replace our pump stations. They were designed for one type of pump but we have a different type at 4 stations. They are 30 years old and the rails weren't designed for that pump and they are deteriorating. Mayor asked him to get quotes for the whole project by the end of July. Then we can decide whether to get all done at once or one a year.

Used sewer jet a few times to clear sewer plugs before they could affect any residents. Flushed wet well and GP5 to clean and break up rags and grease.

Attended water/wastewater training seminar to earn credit toward license.

DEPARTMENT OF PUBLIC WORKS:

DPW Superintendent Bill Kelsey reported his department spent most of June working on and prepping streets for Suit Kote to cape seal. Yacanos will be starting Greene St. on 7/16 (depending on weather). The county is currently rehabbing the Main St. bridge. Bill spoke with Jodi at Lamont regarding DOT requirements for Burrell's paving Albany St.

Yacanos will give quote to clean out Clark's Creek.

Roadside mowing and trimming this past week. Lance Thorne starts part-time mowing this week for the summer.

Stump grinder is back up and running.

CODE ENFORCEMENT:

Roger Barrows was absent.

Following a joint meeting with the mayor and Planning Board, it was recommended the village add another \$1500/year code enforcement officer to assist Roger. This would increase officer hours from approximately 100 to 200 hours/year. It was also proposed to increase property maintenance fines in line with other communities and form a housing rehab committee to research grants and other ways to assist homeowners. The Planning Board would also like to send out a brochure of other type of communication to residents explaining the village's property codes.

OLD BUSINESS: none

NEW BUSINESS: none

TRUSTEE COMMENTS:

The mayor thanked Trustee Richard Rice for his years of service to the board and the knowledge he has shared. The mayor then welcomed Mary Branham to the board.

ADJOURNMENT:

Trustee Leach made a motion to adjourn the meeting at 9:20 p.m.

Next meeting will be the REORGANIZATION MEETING on July 2, 2024, at 7:30 p.m.

Respectfully Submitted,

Paula Crippen
Deputy Clerk-Treasurer