

A Re-Organizational Meeting of the Board of Trustees of the Village of Oxford was held on Tuesday, July 25, 2017 at 7:30 pm at the Village Hall.

Present were: Mayor Terry Stark, Trustee Dale Leach, Trustee Dustin Hendricks, Trustee Richard Marks, SPW Rick Paden, Clerk-Treasurer Shelly Marks.

Absent: Trustee John Todaro, Police Chief Rich Nolan, Fire Chief Hans Franklin, WWTP Operator Kirk Noetzel

Mayor Stark called the meeting to order at 7:30 pm.

The Pledge of Allegiance to the American Flag was given.

Mayor Stark welcomed Trustee Dustin Hendricks and Trustee Richard Marks to the Board.

PUBLIC CONCERNS:

Barb Wade of 6 Scott Street came to the meeting. She has a concern with the drainage in front of her house. Geoff Magnani, who did live at 7 Scott Street warned Barb when she purchased the home that the water and debris from Butler and State Street run down and go toward her house as she is the "low" spot. When the drain is plugged, she gets flooded. Trees make a mess and people blow their leaves and grass in the street. Thursday, July 13th we had a horrible rain storm. Barb thought things appeared to be okay. She opened her pool over the weekend and the water went into her pool with twigs, leaves, etc. She called and talked to SPW Paden at the DPW and she was told he doesn't have a solution as they are short staffed. The water has been at her car port in the past which meant it was almost in her house. She can't worry about her house flooding while she is at work. She is looking for a solution to this item that has been a problem for quite some time. SPW Paden reported that leaves and grass clippings are the worse culprit. Mayor Stark will speak to SPW Paden regarding these issues with Barb's drain to see if they can help her out during her working hours.

Trustee Leach asked about putting something down at the end of the street to deter the water from the street level to run straight and not toward Scott Street. The Village will take the time to give several suggestions to Barb to help with her issue.

ABSTRACT:

Trustee Marks seconded by Trustee Hendricks made a motion to approve the Abstract (#002) as presented.

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| General Fund | \$33,290.04 |
| Water Fund | \$ 9,226.75 |
| Sewer Fund | <u>\$ 5,873.14</u> |
| TOTAL | \$48,389.93 |

MEETING MINUTES:

Trustee Leach moved and Mayor Stark seconded a motion to approve the June 27, 2017 minutes. All approved.

TREASURER REPORT:

None

JUSTICE REPORT:

Trustee Leach moved and Mayor Stark seconded a motion to approve the June Justice Report. All approved.

FIRE DEPARTMENT:

None

POLICE DEPARTMENT:

Chief Nolan is on vacation. Mayor Stark discussed the police garage facility summary sent to the Board July 20th. The best site available is now Site 2 at the Head Start Center on North Washington Avenue (See Attached Exhibit I). We currently have three police vehicles (including a K-9 Unit) so a three-car garage is needed at an estimated cost of \$75,000. A two bay would be \$50,000. The Board will have to decide the number of police vehicles needed for the long term and the subsequent number of bays needed. A meeting of the Village Board and OPD has been scheduled for Tuesday August 8th at 7:30 PM at the Village Hall to discuss and resolve current issues and determine next steps.

Head Start Leases Village owned land located at 44 North Ave. Washington Ave. Director Karen Randall of Head Start wants to widen the driveway strip at Head Start's expense. Head Start would also like the Village to consider deeding the property to Head start. Mayor agreed to the widening project and will schedule a future Board meeting to discuss any potential possibility of property transfer.

The OPD Vehicle storage lease at 19 Greene Street with Don Golden of Oxford Motors expired May 31st. Due to the uncertainty of the timing of a new OPD garage facility, Mayor Stark has recommended the Village renew the lease for one year. Trustee Leach moved and Trustee Marks seconded a motion to renew a one-year lease with Don Golden for the three vehicles on Greene Street. All voted Aye and the motion was approved.

PUBLIC WORKS:

SPW Paden welcomed the new Board Members. He explained the monthly man hour report to The Board and how the hours are calculated.

SPW Paden recommended the following street project be approved:

- Park Street – project scope is to cut the intersection of South Washington Avenue, excavate and remove approximately 17,000 square feet of asphalt, re-grade gravel sub-base, add item 4 as necessary, install 2.5" of type 3 asphalt base material, install 1.5" of Type 7 asphalt top material. Total estimated cost of \$44,000 consists of \$16,500 for labor and \$26,500 for Type 7 Asphalt. Mayor Stark indicated costs are budgeted in FY 2018 budget. Trustee Hendricks moved and Trustee Marks seconded a motion to approve the project. All voted aye and the motion was approved.

Mayor Stark talked to SPW Paden about all the weeds around the Village this year. The DPW hasn't had time to spray the weeds. TruGreen will spray the downtown area for \$150.00. As a pesticide license is required and the DPW does not currently have a certified license holder the Mayor recommended TruGreen to complete the service. Trustee Leach moved and Trustee Hendricks seconded a motion to approve TruGreen to complete the spraying in the downtown areas. All voted aye and the motion was approved.

Mr. John Weidman at the request of the Mayor provided the Village with an estimate to mow the ball flats on South Canal Street, a second area north of wastewater Plant and a third area at Boname Park for about \$1,600. Mr. Weidman's rate is \$100.00 per hour and he estimated it would take about 16 hours to complete the project. Trustee Leach moved and Trustee Marks seconded a motion to approved the mowing projects at a cost not exceed \$1,600. All voted aye and the motion was approved.

Mayor Stark had recommended a temporary employee for the summer months to help the DPW get caught up with several projects. SPW Paden prefers filling a vacant full-time position of Laborer. This will allow the DPW to attract better candidates and avoid repetitive training costs associated with temporary workers. Trustee Leach believes we should hire a candidate that can do everything not just parts of the job. The position will need to be advertised regardless. Trustee Hendricks moved and Trustee Marks seconded a motion to approve the filling of a full-time laborer position by October 1st. All voted aye and the motion was approved.

WASTE WATER DEPARTMENT:

Waste Water Treatment Plant Operator Noetzel was not present.

REORGANIZATION:

Mayor Stark reviewed his recommended committee assignments and appointments for the 2017-2018 fiscal year. Motion by Trustee Leach and seconded by Trustee Hendricks to approve all Mayoral appointments as recommended and presented in the attached Village of Oxford 2017 - 2018 Committees, Appointments, and Contacts. All voted aye, and the motion was approved.

Trustee Leach moved and Trustee Hendricks seconded a motion to authorize claims for public utility services, postage and freight and express charges to be paid in advance of the audit. All voted aye and the motion was approved.

Trustee Leach moved and Trustee Hendricks seconded a motion to approve reimbursement to Village officers and employees who use their personal automobiles while performing their official Village duties at a rate of \$.50 per mile. All voted aye and the motion was approved.

Trustee Leach moved and Trustee Hendricks seconded a motion for

1. Shelly Marks and Paula Crippen to attend fall training school for Fiscal officers and Municipal Clerks.
2. Richard Paden, Kirk Noetzel and Bill Kelsey, Jr. to attend the New York State Conference of Mayors Public Works. They will be using their Village Vehicles for transportation.

All votes aye and motion was approved.

Trustee Leach moved and Trustee Hendricks seconded a motion to approve NBT as the Village of Oxford's depository. All voted aye and motion was approved.

Trustee Leach moved and Trustee Hendricks seconded a motion to approve the Procurement Police. All voted aye and motion was approved.

Trustee Leach moved and Trustee Hendricks seconded a motion to approve The Evening Sun as the official newspaper. All voted aye and motion was approved.

Trustee Leach moved and Trustee Hendricks seconded a motion to set the next Re-Organizational meeting as July 11th, 2018.

Trustee Leach moved and Trustee Marks approved board resolution 1-8 (BOCES contract). All voted aye and motion was carried.

OLD BUSINESS:

Mayor Stark is developing Correction Action Plan (CAP) in response to recommendations resulting from for the State Audit.

NEW BUSINESS:

Board discussed adding an administrative fee of \$10.00 for each occurrence of a code violation requiring the Village Clerks to notify, bill and follow-up with property owners. Paula and Shelly will investigate further how other municipalities address this issue.

Jack Nelson Jr. has requested the Village remove the second unit charge (extra \$25/quarterly) on his account # C0440 for his property located at 17 State Street. This is for an upstairs apartment. The apartment isn't currently being rented Mayor Stark will respond to Jack Nelson regarding the extra unit.

Mayor recommended that requests from residences for relieve from water/sewer bills due to leaks should be reviewed and approved or denied by the Village Clerks for requests that are less than \$250.00. Approval or denial to be based upon Village Leak Adjustment Policy. Requests that result in a potential credit more than \$250.00 need to be reviewed by Village Board at the next Regular Board meeting.

TRUSTEE COMMENTS:

None.

Next meeting will be Tuesday, August 8th for the police review.

Next Board meeting will be Tuesday, August 22nd

Meeting adjourned at 10:33 p.m.

Respectfully Submitted,

Shelly W. Marks
Clerk/Treasurer