

OXFORD TOWN BOARD MEETING
Wednesday, January 11, 2017

The Re-organizational Meeting of the Oxford Town Board was called to order by Supervisor Lawrence Wilcox at 7:30 pm in the Village Hall for the transaction of such business that may lawfully come before the Board. The meeting opened with the salute to the flag of the United States of America.

Present were:

Supervisor: Lawrence Wilcox
Council: Jerry Locke
Carl Koenig
Ron Charles

Town Clerk: James W. Hemstrought Jr.
Highway Superintendent: Timothy Tefft

Absent: John Hofmann

Others Present: Joan Swertfager, Planning Board Representative

Minutes Previous Monthly Meeting:

Jerry Locke made a motion to approve the minutes of December 14, 2016. Motion was seconded by Ron Charles and carried with 4 Ayes.

Supervisor's Monthly Report:

Supervisor Wilcox gave the following Revenues, Appropriations and Checkbook Balances:

December 2016

| | |
|----------------|--------------|
| Revenues | \$ 59,839.30 |
| Appropriations | 64,994.42 |

Check Book Balances:

| | |
|-------------------|--------------|
| General | \$ 16,526.67 |
| Highway | 151,609.51 |
| T&A | 1,564.85 |
| Water District #1 | 1,455.52 |

PUBIC COMMENTS: No Comments.

Town Supervisor Annual Reports:

Supervisor Wilcox presented his annual reports for the year 2016 including after year-end budget changes and 2017 starting investment balances. Motion was made by Ron Charles and seconded by Jerry Locke to adopt the budget changes as presented. Motion was made by Jerry Locke and seconded by Ron Charles to approve the Supervisor's annual report. Both motions carried with 5 Ayes. The reports will be on file in the Town Clerk's Office during regular office hours.

Town Clerk / Tax Collector Annual Reports:

Town Clerk James W. Hemstrought Jr. presented the Town Clerk's and Tax Collector's reports for the year 2016. Motion was made by Ron Charles and seconded by Jerry Locke to approve the Town Clerk's reports for the year 2016. Motion was carried with 4 Ayes. These reports will be on file in the Town Clerk's Office during regular office hours.

Town Supervisor 2017 Appointments:

Supervisor Wilcox went over the list of 2017 appointments and other re-organizational items necessary for approval by the Board. Motion was made by Jerry Locke and seconded by Carl Koenig to approve the Supervisor's appointments for 2017 and all other re-organizational items as presented. The list will be attached to these minutes and on file in the Town Clerk's office.

COMMUNICATIONS:

E-mail received from Christopher Palmer exploring the possibility of creating a summer recreation program in the afternoon when the reading program is over and would like to find a way to co-ordinate with kids coming back and forth from swimming lessons. The Board mem-

bers felt that they needed more specific information before making any decision. Mr. Palmer will be asked to attend next month's board meeting.

OTHER BUSINESS:

Supervisor Wilcox presented the revisions for the Town of Oxford "Procurement Policy Guidelines" as suggested by the State Auditors.

Guideline 2: All purchases of a) supplies or equipment which will exceed \$20,000 in the fiscal year, or b) public works contracts over \$20,000, shall be formally bid pursuant to GML Section 103. This Guideline will change b) to \$35,000.

Guideline 3: All estimated purchase of less than \$10,000 but greater than \$5,000 requires an oral request for the goods and oral/fax quotes from two (2) vendors. This part of Guideline 3 will change to less than \$20,000 but greater than \$5,000, etc.

Also: All estimated public works contracts of less than \$20,000 but greater than \$.00 is left to the discretion of the purchaser. This part of Guideline 3 will change to less than \$35,000 but greater than \$.00.

Motion was made by Jerry Locke and seconded by Ron Charles to make the revisions in the "Procurement Policy Guidelines" as suggested by the State Auditors. Motion carried with 4 Ayes.

HIGHWAY SUPERINTENDENT'S REPORT:

Highway Superintendent Timothy Tefft reported that everything is going well and we are keeping up with Mother Nature. He also stated that the Loader is working fine again.

BILLS & CLAIMS: January 2017

Claims #1 thru #16, General Fund: Total: \$ 7,955.22

Claims #1 thru #18, Highway Fund: Total: \$36,805.90

Motion was made by Ron Charles and seconded by Jerry Locke to pay the bills and claims. Motion carried with 4 Ayes.

The next monthly meeting of the Town Board will be held on February 8, 2017 at 7:30 pm in the Village Hall.

Meeting was adjourned by Supervisor at 8:20 pm.

James W. Hemstrought Jr.
Town Clerk