

**Oxford Town Board**

**Meeting Oxford**

**Village Hall**

**Wednesday, January 12, 2022 - 7:30PM**

Newly Elected Town Supervisor Alan Davis called the Annual Reorganization Meeting of the Oxford Town Board to Order at 7:30 p.m.

**The following individuals were present:**

Supervisor Alan Davis, Town Councilman Ron Charles, Town Councilman Carl Koenig, Town Councilman John Hofmann, Highway Superintendent William Pinney, Dog Control Officer/Zoning Officer Roger Barrows, Town Resident John Weidman, Planning Board Member Clayton Kappauf, Town Resident Jon Kramnich and Town Clerk Patricia Moore

**Approval of the Board Meeting Minutes of December 20, 2021:**

Councilman Koenig made a motion to approve the draft minutes for the Town Board meeting held on December 29, 2021. Councilman Charles seconded the motion. The motion was carried unanimously.

**Supervisor's Monthly Reports:**

Supervisor Davis stated that Revenues and Appropriations remain unchanged from the amounts reported at the December 29<sup>th</sup> Board meeting. He said that the January 2022 figures will be presented to the Board at the February 2022 meeting.

**Town of Oxford Supervisor - Bank Account Balances:**

Supervisor Davis reported the following account balances:

General Fund Checking Account:	\$ 18,377.83
Highway Fund Checking Account:	\$ 12,151.08
Trust & Agency Checking Account:	\$ 12,915.71
Water District Checking Account:	\$ 966.94
Pool Restoration Account:	\$252,660.62
ARPA Account (Formerly known as the CARES Account):	\$117,538.11

**Public Comment:**

Supervisor Davis asked if anyone would like to be heard by the Board.

Resident John Kramnich stated that he wanted to attend tonight's meeting to ask why his current Property Tax bill is so much higher than last year's tax bill. He stated that his tax bill for 2022 is more than \$100 greater than the 2021 billing. Supervisor Davis stated that the taxes were raised by approximately two or three percent from that of 2021. Councilman Charles noted that there has been no revaluation of property or anything else of that nature that would result in an unexpectedly large increase. Newly elected Town Clerk Patricia Moore stated that she would compare Mr. Kramnich's 2021 tax bill with his 2022 tax bill and will telephone Mr. Kramnich to discuss her findings.

**Resignation:**

Supervisor Davis reported that a resignation had been received from newly elected Town Justice Matthew T. Voce.

Town Councilman John Hofmann made a motion to accept Matthew Voce's resignation. Town Councilman Charles seconded the motion. The Motion was carried unanimously.

**Appointments:**

**Town Council Vacancy:**

Supervisor Davis mentioned that his election to Town Supervisor had created a vacant Town Council position. He noted that his term as Councilman would have ended on 12/31/2023. Supervisor Davis stated that John V. Weidman had been approached about taking on the responsibilities of an Oxford Town Councilman and that Mr. Weidman had agreed to accept an appointment to the Town Council for 2022 if the Board made that request.

Councilman Charles made a motion to appoint John V. Weidman to the Town Council position formerly held by Alan Davis through 12/31/2022. Town Councilman Koenig seconded the motion. The motion was carried unanimously.

Newly appointed Councilman Weidman was asked to join the rest of the Town Board at the meeting table to begin his Councilman duties immediately.

**Town Justice Vacancy:**

Supervisor Davis reported that Village Justice Susan Ross had indicated her willingness to fill the Oxford Town Justice vacancy created by the resignation of Matthew T. Voce. Supervisor Davis asked the Board to consider appointing Ms. Ross through December 31, 2022. He explained that Ms. Ross would have to run for reelection for the Term beginning 01/01/2023. Councilman Charles asked if such an appointment is truly within the Town Board's purview or if the 6<sup>th</sup> Judicial District should make such an appointment. Supervisor Davis explained that he had spoken with the Supervising Justice and the responsibility for the appointment falls to the Town Board under these circumstances.

Councilman Charles made a motion to appoint Susan Ross as the Oxford Town Justice through 12/31/2022. Councilman Hofmann seconded the motion. The motion was carried unanimously.

**Town Pool Report:**

Supervisor Davis read a brief update from Recreational Director Patrick Moore. Mr. Moore was unable to attend the meeting due to illness.

**RESOLUTION 2022-01**

**ANNUAL REORGANIZATIONAL DESIGNATIONS  
TOWN OF OXFORD - 2022**

Supervisor Davis asked the Town Board for the following resolution:

**RESOLVED** that NBT Bank, NA of Oxford New York is hereby designated as the depository for ALL funds received by the Town of Oxford with permitted maximum deposits at any time of \$3,000,000.00.

**IT IS FURTHER RESOLVED** that Certificates of Collateral and/or Deposit Insurance shall be in place at a level commensurate with the entire amount of the deposits.

**RESOLVED** that the Supervisor of the Town of Oxford be and hereby is Authorized to Invest money, not needed temporarily, in United States Treasury Obligations and various Savings accounts, Checking

accounts and Certificates of Deposit at prevailing interest rates in any bank authorized from deposit of ALL funds as per this resolution, and are to be secured by obligations of the United States of America, the State of New York, or political subdivision thereof, to the extent deposits exceed FDIC coverage, pursuant to Section II of the General Municipal Law and State Comptroller's Financial Management Guide.

**RESOLVED** that The Town Board shall monthly monitor collateral pledged by banks as to adequacy and custodial arrangements.

**RESOLVED** that the official Newspaper for the Town of Oxford be The Evening Sun.

**RESOLVED** that the official monthly meeting of the Town Board will be held on the second Wednesday of each month at 7:30 p.m. at the Village Hall unless otherwise advertised.

**RESOLVED** that bills incurred by the Town of Oxford are to be paid when due, outside of the normal vouchering approval system, if necessary, to avoid any additional charges, interest, penalties or late fees. (Examples: Telephone, Electric, Insurance, Retirement, Discounts, etc.)

**RESOLVED** that the Town of Oxford Investment Policy is On File in the Town Clerk's Office and available upon request.

**RESOLVED** that the Town of Oxford Procurement Policy is On File in the Town Clerk's Office and available upon request.

**RESOLVED** that the Town of Oxford's Mileage Reimbursement Rate will be 58.5 Cents per Mile; to coincide with the New York State Mileage Rate in place.

**BE IT FURTHER RESOLVED** that the Town of Oxford's Mileage Rate is subject to change.

**RESOLVED** that the Annual Report of the Oxford Town Justice was officially received and filed on December 28, 2021.

**RESOLVED** that the Annual Report of the Oxford Town Clerk and the Oxford Tax Collector was officially received and filed on December 31, 2021.

**RESOLVED** that the Annual Report of the Oxford Town Supervisor was officially received and filed on December 29, 2021.

Councilman Charles made a motion to approve the Annual Reorganizational Meeting designations as listed above. Councilman Koenig seconded the motion. The motion was carried unanimously.

Supervisor Davis mentioned that the Annual Justice Report reported \$14,471.00 worth of revenue in 2021.

#### **New Business:**

Supervisor Alan Davis provided the Town's Excess Collateralization Reports for December 2021 to Town Clerk Moore for filing.

#### **Old Business:**

Supervisor Davis asked the Board to revisit the issue of the \$3,100.40 billed to the town of Oxford by Grandview Estates Veterinary, PC. This amount is the total of assorted services provided to several different dogs taken to Grandview by Roger Barrows in his role as the town's Dog Control Officer. The Board voiced its displeasure at receiving bills for services dating as far back as 2018 and 2019. It was mentioned that this seems to be a cyclical problem that comes back around every few years. Dog Control Officer Barrows reported that Grandview Estates is the only Veterinarian in the area that provides emergency services or services outside of normal business hours. Councilman Charles stated that the town will probably need to pay the bill despite its untimeliness because the Dog Control Officer must have a veterinarian available and willing to provide services to animals in need.

Councilman Hofmann stated that the Board may want to consider having an attorney review the issue and other options the Board may have as this has been a problem in the past and will most likely be a problem again in the future. The Board held further discussion regarding the regulations and processes controlled by the New York State Department of Ag and Markets. Apparently, a Town may not make the decision to euthanize an animal no matter what the estimated cost of the suggested services might be, it is simply required to pay veterinary fees incurred. The Board feels that this puts the Board in a position where it is forced to approve unacceptable spending of taxpayer dollars. The Board discussed the fact that the Chenango County SPCA is releasing the dogs in question without obtaining the required payment before possession of the animal is returned to its legal owner. After further discussion, the Board determined that the Town would pay the \$3,100.40 to Grandview Estates Veterinary, PC only under the condition that included with the payment is a letter reiterating the Town of Oxford's expectations regarding the Customer/Vendor relationship between the Town and Grandview. Supervisor Davis asked the Board what type of stipulations they would like to see spelled out in such a letter. Councilman Hofmann stated that he would like to see a requirement for prior approval from a Town Board member before any services over \$200.00 are rendered. Town Clerk Moore was also asked to send the letter to Grandview Estates Veterinary, PC via certified/return receipt mail. Town Clerk Moore stated that she will draft the letter for Board review before sending it out. A payment in the amount of \$3,100.40 to Grandview Estates Veterinary, PC was officially authorized via Town voucher by all four Councilman's signatures.

**Annual Reorganizational Functions:**

Supervisor Davis read the following list of Titles, Appointments, Terms and Committee Assignments along with the corresponding Payroll Schedule for the year 2022. He asked for a Board Resolution approving the following:

**RESOLUTION 2022-02**

**OXFORD TOWN BOARD - 2022  
APPOINTMENTS**

**Resolved, that the following list of appointments be approved for the terms of office indicated:**

<u>Title</u>	<u>Appointed</u>	<u>Term</u>
Deputy Town Supervisor	John Hofmann	01/01/22-12/31/22
Zoning Officer	Roger Barrows	01/01/22-12/31/22
Town Attorney	Scolaro, Fetter, Grizanti & McGough	01/01/22-12/31/22
Dog Control Officer	Roger Barrows	01/01/22-12/31/22
Health Officer	Chenango County Public Health	01/01/22-12/31/22
Town Historian	Vicky House	01/01/22-12/31/22
Recreational Director	Patrick Moore	01/01/22-12/31/22
Assessor	Steven Graham	10/01/19-09/30/25
Assessment Clerk	Erin Graham	10/01/19-09/30/25
Bookkeeper	Oxford Tax Service	01/01/22-12/31/22
Registrar	Patricia Moore	01/01/22-12/31/22
Records Management Officer	Patricia Moore	01/01/22-12/31/22
Highway Superintendent	William Pinney	01/01/22-12/31/22
Planning Board	Paul Romahn	01/01/22-12/31/27
Zoning Board of Appeals	Sheila Marshman	01/01/22-12/31/26
	Lawrence Wilcox	01/01/22-12/31/24
Assessment Review Board	No Appointments Needed	
Deputy Clerk/Tax Collector	Lorraine Rice	01/01/22-01/31/22
Deputy Registrar	Lorraine Rice	01/01/22-01/31/22

**Committees:**

Highway	John Hofmann, John Weidman	01/01/22-12/31/22
Personnel/Finance	John Hofmann, Alan Davis	01/01/22-12/31/22
Health/Safety/Recreation	Carl Koenig, Ron Charles	01/01/22-12/31/22
Buildings/Inventory	Ron Charles, Carl Koenig	01/01/22-12/31/22
Fire Advisory	John Weidman, Alan Davis	01/01/22-12/31/22
Insurance	Carl Koenig	01/01/22-12/31/22

**Highway Crew:**

\$.65 per hour increase effective 01/01/2022 (As per the Three-year Union Contract)

\*\*These positions are to be paid at Two Week Intervals - Every Other Thursday

Board of Assessment Review	\$200.00 Annually/Member	Paid in June
Historian	\$800.00 Annually	\$400.00 - Paid in March \$400.00 - Paid in Sept.
Recreation Administrator	**To be Paid w/Summer Pool Program - Five Equal Payments	
Deputy Clerk/Tax Collector/Registrar	\$13.50 Per Hour	As Needed

The motion to accept the Appointments, Terms, Committee Assignments and Pay Schedule for 2022 as presented was made by Town Councilman Hofmann and seconded by Town Councilman Koenig.

The motion was carried with all four Town Councilman issuing aye votes.

**Health Insurance Consideration:**

Supervisor Davis noted that Town Clerk Patricia Moore has opted for Family Health Insurance Coverage. He reminded the Board that the Town's current policy is to cover the entire cost of the health insurance premium for Individual Coverage for each employee of the Highway Department and the Town Clerk (Pricing as controlled by the Union contract). Supervisor Davis explained that in the past the Town has Paid one half of the difference between the cost of Family Coverage and Single Coverage. Supervisor Davis noted that the current cost to the Town for Single Coverage is \$868.84 per month and \$2,161.52 per month for Family Coverage. He stated that this results in a difference \$1,292.68 per month for 2022. He said that the precedent would indicate that the Town would be willing to pay an additional amount of \$646.34 toward the Family Coverage premium and that the remaining \$646.34 would be paid by Town Clerk Moore.

The Board had questions regarding the precedent and the cost. Supervisor Davis noted that there is already money available in the 2022 budget as the salary paid to the new Town Clerk is less than the salary budgeted for the previous employee that had been in that position for many years. The Board agreed that the issue could be revisited later if necessary.

Councilman Weidman made a motion to pay an additional \$646.34 per month toward Family Health Insurance Coverage for the current Town Clerk. Councilman Koenig seconded the motion. The motion was carried unanimously.

**Guilford Fire District – Proposed Contract:**

Supervisor Davis noted that the proposed Contract from the Guilford Fire District was received this morning. He said that the proposed cost to the Town of Oxford is \$5,000.00 for 2022, \$5,100.00 for 2023 and \$5,200.00 for 2024

Councilman Hofmann made a motion to accept the three-year contract with the Guilford Fire District as proposed. Councilman Charles seconded the motion. The motion was carried unanimously.

**Highway Superintendent's Report:**

Highway Superintendent William Pinney reported that the Highway Department finished its project on Quarry Road about three weeks ago. He said that the project entailed cutting down many trees and a great deal of brush in order to widen the road. Mr. Pinney stated that a skid steer was rented for the project. He said that renting that skid steer saved the department a lot of manual labor and a great deal of time.

Superintendent Pinney stated that he and the employees have been busy plowing and sanding winter

roads. The Board asked about the icy conditions on Sunday, January 9th, 2022. Superintendent Pinney explained that the truck he normally uses is inoperable and he was therefore unable to assist the plowing/sanding crews by sanding the smaller roads as he normally does. The Superintendent said that he is considering the purchase of a sander for the pickup truck; he does not want the department to find itself in that position again. He mentioned his concerns regarding the department's ability to provide access for first responders and all residents who may need emergency services during inclement weather. Superintendent explained that he just could not get any help from the usual outside resources as the surrounding municipalities were facing the same problems and icy conditions that Oxford was facing.

Superintendent Pinney mentioned that Roger Barrows built a set of stairs for the loading dock. He said that they are very nice. Mr. Pinney said that he is very happy with how that project turned out and he thanked Mr. Barrows for the work that was done.

Superintendent Pinney stated that the Highway department is performing its regular equipment maintenance as the department schedule and weather conditions allow. Superintendent Pinney stated that they are still having mechanical problems with the International Terrastar.

Supervisor Davis asked about the need to replace an entrance door at the Town garage. Mr. Pinney stated that he and Mr. Barrows will be choosing a new door and scheduling that project soon.

Supervisor Davis asked if Mr. Pinney knew when the department's new truck would be arriving. Superintendent Pinney said that he just called the vendor for an update and was told the new truck will not be arriving until sometime in late May of 2022.

**Bills and Claims:**

Councilman Charles made a motion to pay the bills. Councilman Koenig seconded the motion. The motion was carried unanimously.

Supervisor Davis stated that the next Town Board meeting will be held on February 9, 2022, at 7:30 p.m. Supervisor Davis adjourned the meeting at 8:36 p.m.

Respectfully Submitted,



Patricia M. Moore, Town Clerk