

**Oxford Town Board Meeting
Wednesday, March 9, 2022 – 7:30 pm**

Town Supervisor Alan Davis called the meeting 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, Town Councilman John Weidman, Highway Superintendent William Pinney, Recreation Director Patrick Moore, Town Resident Tammy Dilfer and Town Clerk Patricia Moore

Approval of the Board Meeting Minutes of February 9, 2022

Councilman Charles made a motion to approve the draft minutes of the Town Board meeting held on February 9th, 2022. Councilman Weidman seconded the motion. The motion was carried unanimously.

Supervisor's Monthly Reports:

Supervisor Davis reported current Revenues of \$87,902.89 and current Pool donations of \$670.27. Supervisor Davis reported current appropriations of \$84,270.64.

Town of Oxford Supervisor - Bank Account Balances:

Supervisor Davis reported the following account balances:

General Fund Checking Account:	\$331,546.22
Highway Fund Checking Account:	\$130,156.17
Trust & Agency Checking Account:	\$ 17,130.86
Water District Checking Account:	\$ 2,730.38
Pool Restoration Account:	\$243,077.64
ARPA Account (Formerly known as the CARES Account):	\$117,547.28

Communications:

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

Public Comment:

Supervisor Davis asked if anyone would like to be heard by the Board. With no one wishing to be heard, Supervisor Davis turned the floor over to Recreation Director Patrick Moore.

Town Pool Report:

Pool Director Patrick Moore offered the Board several options (provided by Sarah Johnson) for new signs for the Town Pool. Mr. Moore explained that one sign would be for the circle area at the Pool and the other would be for a sign to be placed at the bottom of Park Street. He stated that the Village Board has already given their approval for the street sign. Mr. Moore indicated that the Town Board makes the final decision regarding which signs should be purchased.

Town Councilman Hofmann, seconded by Town Councilman Ron Charles, made a motion to approve the purchase of two signs for the Town Pool and for Supervisor Davis to sign the proposal and submit the down payment as required.

Mr. Moore asked that the Establishment date be confirmed before the signs are officially ordered. Councilman Koenig offered to assist with verification of the establishment date of the Oxford Town Pool.

Mr. Moore reported that he has spoken with Dan Fagnani. He said that Mr. Fagnani is gathering materials and they are hoping to be working at the site by the end of this month.

Mr. Moore reported to the Board that he needs to order a new vacuum/cleaning system for the pool. Councilman Hofmann asked if the handicapped accessible system is still usable. Mr. Moore reported that it is.

Old Business:

Supervisor Davis reported that he did increase the Town's Computer Crime Insurance coverage to \$300,000.00 and reported that the cost for this increase was only \$22.00.

New Business:

Appointment of Deputy Town Clerk/Deputy Registrar:

Town Clerk Moore introduced Tammy Dilfer to the Board. Ms. Moore stated that she would like to appoint Ms. Dilfer as Deputy Town Clerk and Deputy Registrar. She stated that Ms. Dilfer is an extremely capable individual and she would be very comfortable leaving town business in Ms. Dilfer's hands should the need arise.

Town Councilman Koenig made a motion to appoint Ms. Dilfer as Deputy Town Clerk effective immediately at a pay rate of \$15.00 per hour. Town Councilman Weidman seconded the motion. The motion was carried unanimously.

The Board held a discussion regarding the accounting services provided by an independent contractor for the Town Garage and the Town Highway Superintendent. The Board agreed that the consultant should also be paid at a rate of \$15.00 per hour.

Online Activities:

Lowe's Credit Card:

Town Councilman Weidman made a motion to authorize Town Clerk Moore to open a Lowe's Credit Card and an NBT Credit Card for the Town of Oxford. The motion was seconded by Town Councilman Koenig. The motion was carried unanimously.

DCMO BOCES PRINT SHOP:

Supervisor Davis explained to the Town Council that Town Clerk Moore would like to enter into a contract with DCMO BOCES for printing services.

Town Councilman Charles made a motion to enter into a contract with DCMO Boces. Town Councilman Koenig seconded the motion. The motion was carried unanimously.

RESOLUTION #2022-03

**DCMO BOCES PRINT SHOP SERVICE SCHOOL YEAR
2021-2022**

WHEREAS,

Section 119-o of the New York General Municipal Law authorizes municipalities, including school districts, to enter agreements for the provision of joint services or for one of the municipalities to perform services on behalf of the others; and

WHEREAS,

The DCMO BOCES Print Shop Service is a plan by which the DCMO BOCES provides duplicating services through a centralized facility on behalf of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES area in New York and equitably allocates the cost for such duplicating services on the basis of the services rendered or to be rendered to each participating municipality, (the "Service"), and

WHEREAS,

The Municipality named below is desirous of participating with other governmental entities in the Delaware-Chenango-Madison-Otsego BOCES area in the Service mentioned above as authorized by General Municipal Law, Section 119-o, and

THEREFORE, BE IT RESOLVED,

That the Governing Board of the Municipality listed below hereby appoints the DelawareChenango-Madison-Otsego BOCES Print Shop Service to exercise all functions , powers and duties on its behalf in all matters relating to the above Service, and,

BE IT FURTHER RESOLVED,

That the Governing Board of the Municipality listed below agrees to (1) assume its share of the costs for duplicating services and make payment to the DCMO BOCES in accordance with the DCMO BOCES Print Shop Service Memorandum of Agreement; (2) abide by majority decisions of the participating members; and (3) abide by the terms and conditions of the Mutual Sharing Plan of the BOCES Board;

CERTIFICATION OF TOWN BOARD CLERK

I, Patricia M. Moore, Board Clerk of the Town of Oxford, hereby certify that the above resolution was adopted by the required majority vote of the Governing Board at its meeting held on March 9th, 2022.

Signature of Board Clerk _____ Date _____

Town Board Authorization - New York State and Local Retirement System:

Councilman Koenig made a motion to appoint Town Supervisor Alan D. Davis as the New York State and Local Retirement Online System Security Administrator and Contract Administrator and to appoint Patricia M. Moore as the Alternate Security Administrator and Contact Administrator. Councilman Ron Charles seconded the motion. The motion was carried unanimously.

RESOLUTION #2022-04 **NEW YORK STATE AND LOCAL RETIREMENT SYSTEM - ONLINE ADMINISTRATIVE APPOINTEES**

BE IT RESOLVED,

That the Governing Board of the Town of Oxford hereby appoints Town Supervisor Alan D. Davis as the Security Administrator and Contract Administrator for the New York State and Local Retirement System Online.

BE IT FURTHER RESOLVED,

That the Governing Board of the Town of Oxford hereby appoints Town Clerk Patricia M. Moore as the Alternate Security Administrator and Contact Administrator for the New York State and Local Retirement System Online.

CERTIFICATION OF TOWN BOARD CLERK

I, Patricia M. Moore, Board Clerk of the Town of Oxford, hereby certify that the above resolution was adopted by the required majority vote of the Governing Board at its meeting held on March 9th, 2022.

Signature of Board Clerk _____ Date _____

WHEREAS,

Town Councilman Hofmann made a motion to approve the purchase of a laptop computer for the Town Office, and

WHEREAS,

Town Councilman Koenig seconded the motion.

BE IT FURTHER RESOLVED,

That the motion carried unanimously.

The Board asked Ms. Moore to send an email to the Board regarding the details of the prospective purchase.

Brisben Cemetery:

Supervisor Davis reported that the Brisben Cemetery had requested the Town's assistance with tree removal as they had been told that the Town provides that service for free. Mr. Davis stated that he told the Cemetery representative that the town pays outside contractors for its own tree removal but that we could possibly provide some other type of assistance.

Stafford House:

Supervisor Davis explained to the Board that the Town's longtime Historian, Charlotte Stafford, had left her residence to the Town in addition to a sum of \$300,000 for its upkeep and maintenance. Supervisor Davis reported that Attorney Tom Emerson said that the Town will be receiving statements from NBT regarding those funds.

Councilman Hofmann asked what the house is currently being used for. Mr. Davis reported that Vicki House, the Town Historian lives in the house and that the Town Historian's documents are located there.

Councilman Koenig suggested that everyone should go to the Oxford Historical Museum to see the updates that have taken place recently.

ARPA/CARES Funding:

Supervisor Davis reported that there is a \$10.5 Million dollar default in regard to the ARPA Funding that basically says the money can be used for almost anything. He said that there are a few exceptions but the \$117,547.28 we have in place can be used for much more than the Board originally believed. Councilman Charles asked if the Board still has to provide a plan ahead of time. Supervisor Davis said it is his understanding that the Board must simply report how the money is spent.

SAM Funding for Equipment Highway Department Purchase:

Councilman Weidman made a motion to approve an application for SAM Funding for the purchase of a new 10 Wheel Truck for Plowing. Councilman Hofmann seconded the motion. The motion was carried unanimously.

Mr. Pinney said that he wanted to let the Board know that the original cost of the '09 International Truck was \$190,194.00 (with all of the associated equipment). He said that since the date of purchase the Town has spent approximately \$110,000.00 for repairs and maintenance to that vehicle. Mr. Pinney said that his suggestion would be not to keep trucks for such long periods of time.

Mr. Pinney said that he had a call from BOCES regarding a student participating in their Work Program. He said that the student will be coming to the Town Garage and working with the Highway crew for a two week period in April. Mr. Pinney said that the student will be working 11:30 a.m.- 2:30 p.m. four days per week.

Councilman Weidman made a motion to authorize the Town of Oxford's participation with the BOCES Work Program. Councilman Koenig seconded the motion. The motion was carried unanimously.

The Board held a lengthy discussion regarding the Town's equipment needs. The overall feeling is that the Town's first priority needs to be Trucks.

CAMP PROGRAM:

Councilman Weidman said that the Town of Sherburne Highway Superintendent stated that the CAMP Summer Internship Program was one of the best things their department ever did. He mentioned that the \$3,000.00 cost incurred by Sherburne included the wages paid to the student for the time he spent working on the Town's behalf.

Bills and Claims:

Councilman Koenig made a motion to pay the Town's bills as presented. Councilman Charles seconded the motion. The motion was carried unanimously.

Executive Session:

Councilman John Weidman made a motion to enter into an Executive Session to discuss a personnel matter at 9:24 p.m. Ron Charles Seconded the motion. The motion was carried unanimously.

Councilman Ron Charles made a motion to come out of the Executive Session at 9:27 p.m. Councilman John Weidman seconded the motion. The motion was carried unanimously.

Supervisor Davis stated that the next Town Board meeting will be held on Wednesday, April 13th, 2022, at 7:30 p.m.

Supervisor Davis adjourned the meeting at 9:40 p.m.

Respectfully Submitted,



Patricia M. Moore, Town Clerk