

**Oxford Town Board Meeting**  
**Oxford Village Hall**  
**Wednesday December 13<sup>th</sup>, 2023 – 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 John Hofmann, Town Councilman Ron Charles, Town Councilman John Weidman, Town Councilman Carl Koenig, Superintendent William Pinney, Planning Board Member Jon Bogourdous, Town resident Matt Greiger, Town Clerk Tammy Dilfer.

Supervisor Davis led the Pledge of Allegiance to the United States of America.

**Approval of the Board Meeting Minutes from November 08th, 2023**

Councilman Weidman made a motion to approve the draft minutes for the Town Board Meeting held on November 8<sup>th</sup>, 2023, Councilman Charles seconded the motion. The motion was carried unanimously.

**Supervisor Monthly Reports:**

Revenues	\$ 171,027.69
Appropriations	\$ 69,693.38

**Bank Balances:**

General Fund Checking	\$ 18,377.54
Highway Fund Checking	\$ 89,622.31
Trust & Agency Checking	\$ 14,107.69
Water District #1 Checking	\$ 1,504.27

**Communications:**

Supervisor Davis read a letter from the Oxford Historical Society thanking the Town of Oxford for their \$500.00 donation for 2023. With the Financial help from Town, Village, and local Business they were able to meet most of their 2023 goals. The money went towards flooring repairs, painting, added electrical service etc.... The letter is available for review at the Town Clerks office during business hours.

Councilman Koenig said everyone should stop into the Oxford Historical Society to see what a wonderful job she has done there. Councilman Weidman added its very impressive, a lot of hard work has gone into making it what it is, very educational.

Supervisor Davis mentioned regarding donations made by the Town of Oxford to non-profit organizations, the NYS State Comptroller would like the nonprofits to send a letter with the amount requested and what they will be utilizing the donation for or come in and make a presentation to the Town Board. Councilman Koenig has suggested before.

Supervisor Davis received a letter from NYS Homes and Community Renewal Housing Trust Fund Corporations. There are approx. \$79million being given away if anyone is interested in reviewing it, the details are at the Town Clerks office for review during business hours.

Roger Barrow DCO had a Dog Control Inspection by NYS Ag & Markets.

He had one violation: Complete Seizure and Disposition Record for all seized dogs. DCO Barrow had one dog at large from Oxford he did not have the proper paperwork filed.

Chenango County SPCA was inspected with a few violations as well.

The letters are available at the Town Clerks office for review during business hours.

**Public Comment:**

None

**New Business:**

Supervisor Davis mentioned the NYS Comptrollers are in the Clerk's office conducting their Town of Oxford audit. They are asking for a credit card policy to cover the two credit cards the Town of Oxford holds in possession ( NBT and Lowes).

The Lowes credit card will be the responsibility of Superintendent Pinney to handle his card. The 2<sup>nd</sup> Lowes card will be kept in the Town Clerk safe following the same procedures.

**RESOLUTION:** The Credit cards will be kept in the Town Clerk's safe with a sign out sheet consisting of, who is signing out the credit card, what intention the card is to be used for, the date taken out, and date returned to the Town Clerk with receipts.

Councilman Koenig made a motion to accept the resolution for the Town of Oxford Credit Card Policy, Councilman Charles seconded the motion. The motion was carried unanimously.

Town Clerk Dilfer has worked with the web designer to update the Town Website. Woollybear Web Design has done an excellent job getting the project going in the right direction. It's now app friendly, more of an agricultural feel, emphasizing all the Town of Oxford offers.

The Town Pool portion is completed, Clerk Dilfer felt it looked great with the added lifeguard photos, it will need updating to 2024 Pool hours of service when available. Clerk Dilfer will send out the web link tomorrow morning to the Board members to review and make changes requested. The goal is to have the new website live by the beginning of New Year if possible.

Supervisor Davis has the following corrections for the 2024 Budget Worksheet.

Decrease Revenue Account DA2801 Inter Fund Revenue from \$15,000.00 to \$10,000.00.

Increase Revenue account SF-1-34104 \$186,821.00 to 190,602.00.

2024 Town Budget Summary page decrease Estimated Revenues from \$20,000.00 to \$15,000.00.

Increase Unexpended Balance from \$ 67,827.00 to \$72,827.00.

Councilman Weidman made a motion to accept corrections to the Town of Oxford 2024 Budget Worksheet, Councilman Hofmann seconded the motion. The motion was carried unanimously.

Councilman Weidman asked if the Town of Oxford Accountant will be able to complete the AUD's from 2020 up to 2023 by end of year? Supervisor Davis stated no, she had the 2020 almost completed when the NYS Comptroller changed the program with a deadline, she was not able to make.

Discussion of options to get these AUD's current up to 2023.

Clerk Dilfer asked Town of Oxford board to consider upgrading to Williamson program as it would be easier, more efficient to produce the data needed for the yearly AUD's to the account for completion. Supervisor Davis mentioned the \$20,000.00 initial cost is tough on the 2024 Budget as our BAS system is \$1200.00 per year, however he understands we get what we pay for as well.

Clerk Dilfer mentioned the Town of Oxford just lost 6 months of data with the corrupt computer and error of the BAS IT Department not backing up a viable copy of the Town Clerk BAS data before it was wiped out. This includes all the Town of Oxford 538 Dog Licenses, 6 months of Birth, Death & Marriage Certificates copies created, 6 months of all Town Clerk, Zoning and Misc fees. She emphasized the need of working with Ag & Markets to recreate all the Dog licenses in a manor to remove their fee, so it's not charged twice causing an accounting error since all Dog Licenses will need re-entering.

All the cash and checks from November with hard copies is in the safe needing deposited before December can be done in same manor.

The external back up hard drive the Clerk currently has is not full proof with the BAS system. BAS IT Department confirmed this as well.

There is a considerable amount of data needing recreation in order for the Town Clerk to be able to perform their duties properly.

Clerk Dilfer recommends utilizing the BAS Cloud program for a live back up of their BAS system to a secured cloud they manage for the Town of Oxford. This would ensure the data loss would never happen again. The cost is \$1200.00 for the year or \$100.00 per month.

The other option is upgrading to the Williamson system which has a live back up to their secured cloud included with the program. This also ensures no data loss as well but a substantial cost to the Town of Oxford.

Town Clerk Dilfer has signed her emailed resignation effective January 14<sup>th</sup>, 2024.

A letter was emailed to each Board Member stating: After long thought over past few months of the multiple unmanageable instances that have happened. I have decided to give my resignation effective January 14<sup>th</sup> 2024. It's been an absolute pleasure working for the people of Oxford which I will dearly miss.

Councilman Koenig made a motion to accept Town Clerk Dilfer resignation with regret, Councilman Weidman seconded the motion. The motion was carried unanimously.

### **Old Business:**

Supervisor Davis has the Chenango County SCPA 2024 Contract for signing. After reviewing and speaking with the Director of the SCPA at the November County Supervisor meeting. The SCPA Director stated basically it's a difficult contract to avoid dogs being brought into their already filled facility.

The Board agrees the contract will be signed with the goal of not taking the dogs to the facility if possible. DCO Barrows has been inspected and approved to house the dogs at large for 24hours by NYS Ag & Markets. This should help cut dogs going to SCPA as well.

**Highway Superintendent's Report:**

Superintendent Pinney stated at previous November Board meeting, a Town Barn employee will be retiring on January 11th 2024.

They had several applicants apply for the position. Superintendent Pinney has narrowed it down to two applicants. Supervisor Davis and Superintendent Pinney interviewed both applicants.

Superintendent Pinney would like the Board permission to hire Mr. Kappauf for the position at the agreed \$19.00 per hour.

Councilman Koenig made a motion to hire Mr. Kappauf for the MEO position at \$19.00/hour starting January 2<sup>nd</sup>, 2024, Councilman Hofmann seconded the motion. The motion was carried unanimously.

Superintendent Pinney said the employees are working on truck maintenance getting ready for the winter months. They are completing doing road maintenance where needed.

Councilman Weidman asked Superintendent Pinney how he is coming along with the 2024 Road Plan.

There is a Town Law, Section 32 of the Town Highway Plan stating a projected Road Plan should be presented for the coming year.

The Board members and Mr. Pinney discussed options on how to create this plan so it can be presented in January 2024 for the coming year.

**Bills and Claims:**

Councilman Hofmann made a motion to approve the Bills and Claims as presented with Abstract #12

Councilman Charles seconded the motion. The motion was carried unanimously.

Supervisor Davis stated the next Town Board meeting will be held on January 10<sup>th</sup>, 2024, at 7:30 p.m.

Supervisor Davis adjourned the meeting at 08:50 p.m.

Respectfully Submitted,

Tammy L. Dilfer, Town Clerk