

Oxford Town Board Meeting

Oxford Village Hall

Wednesday, January 12, 2022 – 7:30 pm

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 that was held on December 29, 2021. Councilman Charles seconded the motion. The motion was carried unanimously.

Supervisor's Monthly Reports:

Supervisor Davis stated that Revenues/Appropriations remain unchanged from the figures that were reported at the Board meeting held on December 29, 2021. He said that the January figures will be provided at the February 2022 meeting.

Town of Oxford Supervisor - Bank 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 at the meeting would like to be heard.

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 the current bill 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 get in touch with 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 said that Mr. Weidman had agreed to accept an appointment to the Town Council for 2022 if such an offer was made..

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 6th 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 in this circumstance.

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.

Annual Re-Organizational Town Board Functions:

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 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 various 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 potential other options for the Town 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 required services might be. The Board feels that this is an unacceptable use of taxpayer funds. 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 will 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 stipulation 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 mailing it to Grandview. 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.

New Business:

Supervisor Davis reported that the Town of Oxford owes \$55,647.00 to the NYS Retirement system for the current year.

Annual Reorganizational Functions:

Supervisor Davis read the following list of Titles, Appointments, Terms and Committees along with the Payroll Schedule below. He asked for a Board Resolution approving all of the following items:

2022 Town of Oxford Board 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 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
Historian	Vicky House	01/01/22 - 12/31/22
Recreation Director/Pool Operator	Patrick Moore	10/01/19 - 09/30/25
Assessor	Steven Graham	10/01/19 - 09/30/25
Assessor Clerk	Erin Graham	01/01/22 - 12/31/22
Bookkeeper	Oxford Tax Service	01/01/22 - 12/31/22
Registrar	Patricia M. Moore	01/01/22 - 12/31/22
Records Management Officer	Patricia M. 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 Necessary	

Deputy Clerk/Tax Collector	Lorraine Rice	01/01/22 - 12/31/22
Deputy Registrar	Lorraine Rice	01/01/22 - 12/31/22

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

Pay Schedule

<u>Title</u>	<u>Amount</u>
Board (Each)	\$ 1,134.00 Annually
Justice	\$ 6,000.00 Annually
Registrar	\$ 2,000.00 Annually
Supervisor	\$ 7,000.00 Annually
Attorney	As Billed
Assessor	\$19,913.00 Annually
Assessor Clerk	\$10,777.00 Annually
Town Clerk	\$20,000.00 Annually
Dog Control Officer	\$ 3,931.00 Annually
Zoning Officer	\$ 2,600.00 Annually
Records Management Officer	\$ 2,000.00 Annually
Highway Superintendent	\$55,000.00 Annually

*These Positions to be paid on the 15th of each month for that month.

Highway Crew:

\$.65 per hour increase effective 01/01/2022

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

Board of Assessment Review	\$200.00 Annually Per member	To Be Paid in June
Historian	\$800.00 Annually	\$400.00 To Be Paid in March \$400.00 To Be Paid In Sept.

Recreation Administrator

**To be Paid with the Summer Pool Program - Five Equal Payments

Deputy Clerk/Tax Collector/Registrar \$13.50 Per Hour as Needed

The motion to accept the appointments, committees and Pay Schedule as presented was made by Town Councilman Hofmann and seconded by Town Councilman Koenig. The motion was carried with all four Councilman voting aye.

Health Insurance Consideration – Family Coverage – Town Clerk:

Supervisor Davis noted that Town Clerk Moore has opted for Family 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 (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 difference between Single Coverage and Family Coverage is \$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 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 at a later date 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 noted that the Highway Department finished up its project on Quarry Road about three weeks ago. He said that the project entailed cutting 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 reported that renting that skid steer saved a ton 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 as the truck he normally uses is inoperable and therefore he was unable to do the smaller roads he normally takes care of during sanding and plowing activities. The Superintendent said that he is considering the purchase of a sander for the pickup truck; he doesn't want the department to find itself in that position again. He mentioned his concerns about being able to provide access for first responders to all residents who may need emergency services during inclement weather. Superintendent explained that he just couldn't get any help from his usual outside resources because the surrounding municipalities were facing the same problems with the ice 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 maintenance on its vehicle as the department schedule and the area weather allows.

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 soon.

Superintendent Pinney stated that they are still having mechanical problems with the International Terrastar.

Supervisor Davis asked if Mr. Pinney knew when the department's new truck would be arriving. Superintendent Pinney said that he just called for an update and he is being told the new truck won't 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