

**OXFORD TOWN BOARD MEETING**  
**Wednesday, March 9, 2016**  
**Town & Village Hall**

The Monthly Meeting of the Oxford Town Board was called to order by Supervisor Lawrence Wilcox at 7:30 pm at 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: John Hofmann  
Jerry Locke  
Ron Charles  
Carl Koenig

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

Others Present: Mina Takahashi and four other residents.

**Minutes Previous Monthly Meeting:**

Ron Charles made a motion to approve the minutes as of February 10, 2016 as corrected. Motion was seconded by Jerry Locke and carried with 5 Ayes.

**Supervisor's Monthly Report:**

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

**February 2016**

Revenues	\$451,158.50
Appropriations	\$102,558.55

Check Book Balances:

General	\$338,659.36
Highway	\$405,443.94
T&A	\$ 8,930.09
Water District #1	\$ 6,659.70

**PUBLIC COMMENTS:**

Mina Takahashi requested that a few copies of the Town Board agenda be made available to those attending the Town Board meetings.

**COMMUNICATIONS:**

Information was received from the Oxford Village Board concerning the new billing for medical services and transport of patients to hospitals that will be effective on April 1, 2016. This policy is necessary to offset the costs of future paid staff commencing in 2017. The funds generated from billing will be used for personnel costs only, while the money generated from tax collection will continue to pay for regular operational costs (vehicle maintenance, equipment, fuel, etc). There are several factors that have led to the need for paid staff and patient billing. The biggest challenge currently facing Oxford EMS is providing rapid response times from our volunteers during day time calls. This is primarily due to volunteers being committed to full-time jobs, often outside of the Oxford area. Another challenge is the decrease in the number of volunteers willing and able to complete the ever increasing time demands to be properly trained to provide advanced life support (ALS).

Letter was received from Chenango County Planning & Development in response to the letter dated February 24, 2016 for Lead Agency Designation for the Chenango County Comprehensive Plan.

**LEAD AGENCY DESIGNATION**

Motion was made by John Hofmann and seconded by Jerry Locke to approve the Chenango County Board of Supervisors as Lead Agency for the Chenango County Comprehensive Plan, pursuant to 6 NYCRR Part 617.6 (b) (3) (i) concerning the establishment of a Lead Agency as part of the New York State Environmental Quality Review.

Motion carried with 5 Ayes as follows:

John Hofmann	X Aye	No _____
Jerry Locke	X Aye	No _____
Ron Charles	X Aye	No _____
Carl Koenig	X Aye	No _____
Lawrence Wilcox	X Aye	No _____

**RESOLUTION**

**CHENANGO COUNTY ALL HAZARD MITIGATION PLAN**

WHEREAS, the Town of Oxford, with assistance from Tetra Tech, EM Inc., has gathered information and prepared the Chenango County All Hazard Mitigation Plan; and

WHEREAS, the Chenango County All Hazard Mitigation Plan has been prepared in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the Town of Oxford is a local unit of government that has afforded the citizens an opportunity to comment and provide input in the Plan and the actions in the Plan; and

WHEREAS, the Town Board of Oxford has reviewed the Plan and affirms that the Plan will be updated no less than every five years;

NOW THEREFORE, BE IT RESOLVED by the Town Board of Oxford that the Town of Oxford adopts the Chenango County All Hazard Mitigation Plan as this jurisdiction's Natural Hazard Mitigation Plan, and resolves to execute the actions in the Plan.

Motion was made by Jerry Locke and seconded by John Hofmann to adopt the Chenango County All Hazard Mitigation Plan as this jurisdiction's Natural Hazard Mitigation Plan.

Motion carried with 5 Ayes as follows:

John Hofmann	X Aye	No _____
Jerry Locke	X Aye	No _____
Ron Charles	X Aye	No _____
Carl Koenig	X Aye	No _____
Lawrence Wilcox	X Aye	No _____

**RESOLUTION**

**RESOLUTION APPROVING CONSOLIDATION OF VITAL REGISTRATION DISTRICTS BETWEEN THE TOWN OF OXFORD AND THE VILLAGE OF OXFORD**

Whereas, the Town of Oxford has been assigned by New York State as Vital Statistics Registration District 863, and the Village of Oxford has been assigned by New York State as Vital Statistics Registration District 825, and

Whereas, the Town Clerk has requested the approval of the Town Board to formally consolidate the Town and Village into one primary registration district, namely the District of the Town of Oxford under Vital Statistics Registration District 863, and

Whereas, the formal consolidation of the Registration Districts would benefit the public by eliminating questions as to which district records should be filed and not result in the loss of services to either municipality,

NOW, therefore be it RESOLVED, by the Town Board of the Town of Oxford that consolidation of the Town and Village Registrar functions under the Town's registration number (Vital Registration District 863) is approved, pending necessary approvals of all other required entities, including Village Town of Oxford, Chenango County and New York State Department of Health.

Motion was made by Ron Charles and seconded by Jerry Locke to approve the resolution to consolidate the vital registration districts between the Town of Oxford and the Village of Oxford under vital statistics registration district 863.

Motion carried with 5 Ayes as follows:

John Hofmann	X Aye	No _____
Jerry Locke	X Aye	No _____
Ron Charles	X Aye	No _____
Carl Koenig	X Aye	No _____
Lawrence Wilcox	X Aye	No _____

**TOWN OF OXFORD  
PUBLIC COMMENT POLICY**

WHEREAS the Town Supervisor and Town Board agree that the public should have a time during regular stated meetings of the Town of Oxford to address the Town Board and

WHEREAS the Town Supervisor and Town Board feels that a Procedure Policy should be enacted for the governing of the Public Comment portion of the Town Board meetings,

BE IT RESOLVED, that the following procedures be designed and implemented to provide guidance for elected officials and the public at regularly scheduled Town Board meetings:

1. A Public Comment period, approximately (30) minutes, may be held at all regularly scheduled Town Board meetings.
2. Speakers will have up to five (5) minutes to make their comments. An individual's time may not be given or traded to other speakers or reserved for other portions of the meeting.
3. Speakers will direct their statements to the Town Board as a whole and not to individual Board member or the audience.
4. Speakers will be requested to say, for the record, their name and organization, if speaking on their behalf. Attendees may not address the Town Board unless recognized by the Supervisor or his designee.
5. Those speaking should be courteous in their language and presentation and stand, if able, when presenting and be seated when finished.
6. Discussion between speakers and attendees of the board meeting is prohibited. A speaker may disagree with or support prior speakers through comments directed to the Town Board.
7. Public comments shall be related to legitimate town business . . . (a) can the town do something about the issue; (b) does the issue impact the town; and (c) common sense.
8. The Town Supervisor may ask disruptive speakers to desist and if necessary be escorted out. Order will be preserved or the session may be terminated by a majority vote of the Board.
9. If any provisions of this policy, at any time, conflicts with legal statute, the statute shall take precedence.

Motion was made by John Hofmann and seconded by Jerry Locke to adopt the Public Comment Policy.

Motion carried with 5 Ayes as follows:

John Hofmann	X Aye	No _____
Jerry Locke	X Aye	No _____
Ron Charles	X Aye	No _____
Carl Koenig	X Aye	No _____
Lawrence Wilcox	X Aye	No _____

**HIGHWAY SUPERINTENDENT’S REPORT:**

Highway Superintendent Tim Tefft reported that all the trucks have been serviced and hauling of product for making shim material is in process. Both trucks that were put out for auction were sold. Superintendent Tefft was asked to get prices on an exhaust system for the garage area. Following the meeting a demonstration on how the surveillance cameras will work for the highway garage will be shown by the Town Clerk in his office.

**BILLS & CLAIMS: March 2016**

Claims #33 thru #45	General Fund:	Total: \$177,507.37
Claims #42 thru #53	Highway Fund:	Total: \$ 30,098.15
Claim #1	Water District:	Total: \$ 3,469.92

Motion was made by John Hofmann and seconded by Ron Charles to pay the bills and claims. Motion carried with 5 Ayes.

The next Town Board meeting will be held on April 13, 2016 at 7:30 pm in the Village Hall.

Meeting was adjourned by Supervisor Wilcox at 8:41 pm.

James W. Hemstrought Jr.

Town Clerk