

**OXFORD TOWN BOARD MEETING**  
**Wednesday, October 14, 2015**

The Monthly Meeting of the Oxford Town Board was called to order by Supervisor Lawrence Wilcox at 7:30 pm in 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: Jerry Locke  
Ron Charles  
Alan Davis  
John Hofmann  
Town Clerk: James W. Hemstrought Jr.  
Highway Superintendent: Timothy Tefft

Absent: 0

Others Present: Vicky House, Town Historian and four Oxford residents.

**Minutes Previous Monthly Meeting:**

Alan Davis made a motion to approve the minutes of September 9, 2015. Motion was seconded by Jerry Locke and carried with 5 Ayes.

**Supervisor's Monthly Report:**

Supervisor Wilcox handed out the Financial Accounting Information Sheets, Investment and Certificate of Deposit Reports, as of September 30, 2015. He also gave the following Revenues, Appropriations and Checkbook Balances:

**September 2015**

Revenues	\$ 30,273.50
Appropriations	24,819.57

**Check Book Balances:**

General	\$103,263.04
Highway	182,844.95
T&A	2,185.99
Water District #1	1,659.70

**PUBLIC COMMENTS:** Vicky House, Town Historian, gave an update report on preservation and digitizing of documents, grants and historical markers. Her report follows:

**Vicky House, Town Historian**

After attending a day long Region 9 meeting in Chittenango, this is an update on what's going on with preservation and digitizing of documents, grants and historical markers.

Part of our job is to preserve old records and we are finding that the process used is soon outdated making it difficult, if not impossible, to open those files. Several historians and groups had the same issues and before I continue with the purchase of a new computer system and the preservation work, some additional research needs to be done. I have had some good input from people who work in the field of digitizing and there are other ways to go about doing this work.

Two of the archivist presenters shared what is being done on their level to make documents available online and the use of finding aids to assist us in locating documents related to our area. Again, some of those present had issues with the sites in not being able to download the files due to size, type of file or outdated systems. I suggested to the state archivist that the state put together a packet, including the software, and make it available to the municipalities. With training and workshops the state now offers, it would put us all on the same page, help us do our preservation work and share what we have.

Grants that are available to help with the different phases of our work and how to apply for them was also an important topic. Applying for grants can now be done online and once you set up an account, you can follow the progress of your grant request and get regular updates for additional grants.

The William G. Pomeroy Foundation has taken over with providing historical markers. The foundation started in 2004 with only applications from the Syracuse area and now, it includes all of NYS. The state had a historical marker program from 1926 through 1939. Since that time, markers were only done for special occasions; like in 1976 for the Bicentennial. In addition to providing the blue and yellow markers, WGP provides for flat bronze markers that can go directly on a building. They have added a new category called Legends and Lore which doesn't require as much documentation. The application for a marker can be done online by setting up an account. This process, which used to take a year or more, is faster than submitting the application through the mail. Once you apply for an account, you can follow the process and add additional information as needed and the turn around time

can be as little as two weeks. I would like to apply for the flat bronze markers for three buildings; the bank building, Clarke Block and the Tuttle building.

The historical markers along Route 12 (South) are in bad condition as shown in pictures I took earlier in the day. It has been some time since the markers have been cleaned and repainted. I visited with Ray Lesser from DOT and he goes a great job keeping the markers looking good, but these markers definitely need work. He tried to get the Pomeroy Foundation to replace a missing marker (Blackman Farm) and we will work on that again. Ray is willing to work with a community service group who will help with removing, cleaning, repainting and putting the signs back up. This will reflect well on Oxford to have these signs looking good; the state has plans to promote tourism and the signs are a big part of that.

I requested permission from the board to set up the accounts for grants and marker program. There is no cost involved and if we should be eligible for a grant, then we can go to the next step.

The Town Board agreed that this project would be good to do and gave their permission to proceed. They also suggested she contact various groups in the local area for help with this project.

### **COMMUNICATIONS:**

The September 2015 collateralized deposit account information report was received from BNY Mellon.

Letter was received from Chenango County Real Property Tax Services concerning Senior Citizens Income Levels. They are in the process of updating their systems pertaining to the Income levels for 2016 Assessment Roll. The Town of Oxford Senior Citizens Exemption level will remain at \$16,000 - \$24,400 for 2016.

Letter was received from the New York State Governor's Office of Storm Recovery scheduling an on-site monitoring visit on Friday, October 30 at 1:30 pm. This visit is to check on projects paid from an allocation of Community Development Block Grant funds. The projects were on Moran Road and Rounds Road arch culvert.

Information was received from the New York State Association of Towns concerning the Pro-Star Energy Program available to Towns. This program claims that there would be a nine to ten percent decrease in electricity costs using a variable rate and a 24-month contract.

The Town Board would like to know what municipalities are currently enrolled in this program. Supervisor Wilcox said he would look into this.

The 2016 shelter contract was received from the local SPCA. It was decided to hold this over to the November Town Board meeting in order to get clarification on parts of the agreement. Supervisor Wilcox will check on this and report in November.

### **OTHER BUSINESS:**

Supervisor Wilcox received a sample Public Comment Policy from the Town of Greene which, together with the one from Guilford, should help in our efforts to adopt a new policy for the Town of Oxford. He suggested that the adoption of a new policy be put on hold until the re-organizational meeting in January. The Board was in agreement to do this.

### **PRELIMINARY BUDGET REVIEW:**

Supervisor Wilcox presented the 2016 Preliminary Town Budget for review. Following the review by the Town Board and suggested changes made, a motion was made by John Hofmann and seconded by Ron Charles to hold a Public Budget Hearing on Thursday, November 5, 2015, at 7:45 pm in the Village Hall. Motion carried with 5 Ayes.

Motion was made by John Hofmann and seconded by Ron Charles to change the date of the November Town Board meeting from Wednesday, Nov. 11 to Thursday, Nov. 5, 2015 at 7:30 pm. Motion was carried with 5 Ayes.

Note the change of date for the meeting from the usual second Wednesday. The Public Hearing must be held within five days following the November election date. A notice will be published in the Evening Sun newspaper, posted at the Town Office and placed on the Town of Oxford website ([townofoxfordny.com](http://townofoxfordny.com)).

### **HIGHWAY SUPERINTENDENT'S REPORT:**

Timothy Tefft, Highway Superintendent, said that sand and millings are being hauled and stockpiled for future use. Also, pothole patching is still being done and the snowplows are being checked out for winter use. Two trucks are being repaired at the present time. One truck is under warranty. Cook's Tree Service has cut thirteen (13) trees in problem areas of the town.

**BILLS & CLAIMS:** October 2015

Claims #167 thru #181, General Fund: Total: \$ 9,696.62

Claims #143 thru #158, Highway Fund: Total: \$190,138.06

Motion was made by Alan Davis and seconded by Jerry Locke to pay the bills and claims.

Motion carried with 5 Ayes.

**EXECUTIVE SESSION:**

Alan Davis made a motion to go into Executive Session at 8:30 pm. The motion was seconded by John Hofmann and carried with 5 Ayes. The Executive Session was called to discuss a personnel problem and the new union contract for the Highway Department. No official action was taken at this time. Motion was made by Jerry Locke and seconded by Ron Charles to come out of Executive Session at 8:53 pm. Motion carried with 5 Ayes.

The next monthly meeting of the Town Board will be held on Thursday, November 5, 2015 at 7:30 pm in the Village Hall and will be a Public Meeting on the proposed 2016 Budget.

Meeting was adjourned by Supervisor at 8:55 pm.

James W. Hemstrought Jr.  
Town Clerk